

BOARD MEETING MINUTES 1987

BOARD MEETING MINUTES 1988

Other Claims:

Dec total Balance Encumber

A.E.Boyce, Inc.	2.11	Receipts & Bid Forms	\$58.14		304.52	106.39	
Quill Corporation	2.13	Diskettes & Pens	\$56.94				
Heritage Office Products Inc.	2.13	Office Sup.-\$89.12	\$89.12	\$146.06	1486.7		
	2.21	Jan. Sup.-W-\$19.54	\$19.54				
	2.21	Jan. Sup.-\$4.96	\$4.96				
R W Pool Co., Inc.	2.21	Paper Towel-R-\$20.82					
	2.21	Paper Towel-D-\$20.82	\$41.64				
	2.21	Jan. Sup.-R-\$50.81	\$50.81	\$116.95	2370.70	2436.84	
Indiana State Library	2.41	Library Buck Campaign	\$33.27				
Upstart	2.41	Bookmarks-D	\$5.75				
Brodart Co.	2.41	Sysdac Tape & Ribbon	\$238.55				
Harvey's	2.41	Craft Sup.-CR	\$5.71				
	2.41	Lib. Sup.-\$23.80	\$23.80				
	2.41	Library Sup.-\$54.80	\$54.80				
DeMotte Office Supply	2.41	Easel Pad & Frames-D	\$19.22				
Ben Franklin	2.41	Decorations-W	\$9.94	\$391.04	-2269.98		
Security Couriers, Inc.	3.13	Courier Service	\$357.50		-611.55		
Northwestern Ind. Tele. Co.	3.21	DeMotte	\$130.37				
United Telephone Co.	3.21	Rensselaer	\$179.64				
United Telephone Co.	3.21	Wheatfield	\$81.98	\$391.99	735.17		
Postmaster General	3.22	Postage	\$125.00				
	3.22	Postage-\$1.80	\$1.80	\$125.80	904.52		
Martin, Mary K.	3.23	Mileage	\$23.60				
Salyers, Catherine A.	3.23	Mileage	\$41.60				
	3.23	Mileage-\$6.40	\$6.40				
Brown, Glenda	3.23	Mileage	\$22.40	\$94.00	433.78		
Cahners Publishing Company	3.31	Ad	\$41.40				
	3.31	Br.Lib.Ad-\$35.00	\$35.00	\$76.40	-409.9		
City of Rensselaer	3.51	Rensselaer	\$323.33				
NIPSCO	3.51	DeMotte	\$353.76				
NIPSCO	3.51	Wheatfield	\$539.99	\$1,293.48	3172.51		
	3.61	Build.Main.-D-\$210.00	\$210.00		4290.13	1600	2690.13
Stricklin, Van	3.62	Repair Videocassette	\$12.00				
B M Sales & Service	3.62	Fire Exting.-R-\$26.70	\$26.70				
	3.62	Copier Rep.-D-\$280.84	\$280.84				
	3.62	Copier Rep.-R-\$250.00	\$250.00				
	3.62	Fire Exting.-W-\$42.85	\$42.85	\$612.39	-1058.71		
Teeters Culligan	3.72	Monthly Rental	\$52.95		-68.45		
ILA/ILTA	3.91	Dues-1989	\$423.91		-93.91		
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	\$11.50				
	3.95	Ser. Cont.-R-\$385.83	\$385.83				
Jacobsens Inc.	3.95	Service Contracts-D	\$168.00				
DeVries, David	3.95	Lawn Care-D-\$75.00	\$75.00	\$640.33	-951.99		
Gaylord	4.40	Folding Files-W	\$79.63				
Wallmann's Foods	4.40	Mop-R-\$10.57	\$10.57				
	4.40	Furniture-R-\$635.45	\$635.45				
Town & Country Interiors	4.40	Mini-Blinds-R	\$599.45				
The Highsmith Co., Inc.	4.40	Cassette Player-D	\$76.07				
	4.40	Mag.Binders-W-\$62.91	\$62.91	\$1,464.08	22109.72	10338.45	11,771.27
DEMCO	4.51	Process. Sup.-\$158.69	\$158.69				
Center for Applied Research	4.51	Book	\$24.95				
Childrens Press	4.51	Books	\$1,052.38				
Daugherty, Lynn	4.51	Phone Books-\$7.00	\$7.00				
Rand McNally & Company	4.51	Books	\$199.93				

Rourke Publishing Group	4.51	Books	\$531.35					
American Library Association	4.51	Books-\$14.19	\$14.19					
Associated Libraries, Inc.	4.51	Books	\$24.95					
Austin Book Sales	4.51	Books	\$2,480.52					
University Book Service	4.51	Books	\$40.87					
R. R. Bowker	4.51	Books	\$199.45					
Baker & Taylor	4.51	Books	\$144.38					
Girl Scouts of the U.S.A.	4.51	Books	\$34.60					
Simon & Schuster School Group	4.51	Books	\$17.09					
Jasper County Planning & Dev.	4.51	Books	\$40.00					
Legal Directories Pub. Co., Inc.	4.51	Books	\$39.71					
Marshall Cavendish	4.51	Books	\$1,851.35					
Grolier Educational Corp.	4.51	Books	\$832.23					
Indiana Chamber of Commerce	4.51	Books	\$21.00					
The H. W. Wilson Company	4.51	Books	\$225.00					
Baker & Taylor	4.51	Books-\$9,276.62	\$9,276.62	\$17,216.26	14876.67	10654.88		4,221.79
Booklist	4.52	Subscription-D	\$56.00					
Children's Magazine Guide	4.52	Magazine-D	\$20.00					
	4.52	Magazine Repl.-\$1.95	\$1.95	\$77.95		3.81		
Beacham Publishing	4.53	Videocassette	\$70.75					
Mondell Productions, Inc.	4.53	Videocassette	\$106.00					
Music Wholesalers	4.53	Records	\$350.02					
Educational Record & Tape Dist.	4.53	Records	\$86.13					
Quality Books Inc.	4.53	Videocassettes	\$260.97					
Softdisk, Inc.	4.53	Software	\$19.95					
SelectVideo	4.53	Videocassettes	\$83.65					
Educational Record Center Inc.	4.53	Records	\$9.95					
Ingram	4.53	Videocassettes	\$1,984.44					
Fas-Track	4.53	Software	\$66.60	3038.46	1595.13	605.48		989.65

A.E. Boyce-purchase order blanks	2.11	\$106.39	1925	106.39
Critser Inc.-paving parking-D	3.61	\$1,600.00	1945	\$1,600.00
NIALSA-computers	4.4	\$7,341.00	1927	
Jacobsens-print wheels	4.4	\$36.00	1922	
Higsmith-furniture&equipment	4.4	\$1,569.80	1933	
Heritage Office Products	4.4	\$409.70	1929	
Gaylord-record carousel	4.4	\$908.00	1932	
DEMCO-static mats	4.4	\$83.85	1943	\$10,348.35
Travel Network	4.53	\$32.70	1941	
Ingram-videos	4.53	\$318.62	1938	
Education Record & Tape Distr.	4.53	\$27.81	1884	
Baker & Taylor Video	4.53	\$91.35	1908	
American Library Association	4.53	\$135.00	1937	\$605.48
World Book	4.51	\$559.00	1944	
Robinson's Directories	4.51	\$360.00	1860	
Permabound	4.51	\$911.10	1939	
Quality Books	4.51	\$90.65	1947	
National Geographic Society	4.51	\$34.00	1926	
Indiana University Press	4.51	\$49.85	1946	
Grolier Educational Division	4.51	\$539.19	1871	
Gallaudet University	4.51	\$9.90	1948	
Davidson Titles	4.51	\$1,599.09	1917	
Children's Press	4.51	\$514.75	1949	

Helen Booty	4.51	\$609.67	1914
Baker & Taylor	4.51	\$4,732.30	1950
Austin Books	4.51	\$595.38	1918
American Heritage	4.51	\$50.00	1898 \$10,654.88
			1951
			1952
			1953

JANUARY 1987

AGENDAJANUARY 12, 1987

1. Designation of Depository

2. Minutes

3. Bills/Financial Statement
3.1 Salary schedule

4. Director's report
4.1 Circulation
4.2 Insurance

5. Rensselaer Business

6. Wheatfield Business

7. DeMotte Business

MINUTES.....December 8, 1986

The regular monthly meeting of the Jasper County Public Library Board was held on December 8, 1986 at 7:00 pm at the Rensselaer Public Library. Those present were Mary Linda Casey, president, Miriam Lawyer, vice-president, Will Doty, secretary, Bob Souza, treasurer, Barbara Leestma, Wanda Stewart trustees, and Cathy Salyers, library director.

WHEATFIELD: Dave Whitaker, secretary of the Wheatfield Lions Club discussed the contract proposed by Bill Morarity, library attorney. On a motion by Will Doty, seconded by Wanda Stewart, the contract was approved with the following changes: 1.) The Lions would only have to give notice to the staff of the Wheatfield Library if use exceeded 2 meetings per month.; 2.) The Library with approval of the Lions could allow use of the building to other organizations.; 3.) Lions would be responsible for routine maintenance and minor repairs while the Library would be responsible for major repairs.; 4.) Lions would be expected to assume responsibility for accidents or damage to person or property arising only from Lions use of the premises.; 6.) The agreement can be terminated by mutual consent with 30 days written notice after the the first year and the Board designated Cathy Salyers to sign the contract for the library.

MINUTES: On a motion by Miriam Lawyer, seconded by Will Doty, the minutes of the November 10 meeting were unanimously approved as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Will Doty, seconded by Miriam Lawyer, the bills and financial statements for the operating and construction funds were accepted as presented.

Mrs. Salyers noted that the final payment had been made to Hamstra Builders upon completion of the majority of agreed upon tasks.

DIRECTOR'S REPORT: Mrs. Salyers reported increases in circulation for all three libraries noting that the year-to-date total circulation was up 13% over last year.

On a motion by Miriam Lawyer, seconded by Barbara Leestma, the board voted unanimously to approve the following change in the Staff Policy: All appointments are made for a probationary period of six (6) months during which time an employee may be terminated without notice. At the end of the probationary period, the employee will be given a written evaluation. Following the probationary period, written evaluations will be given annually, and salaried

employees may be terminated without notice but with 1/2 months' severance pay.

Mrs. Salyers requested permission to apply for a NEH grant to possibly obtain monies for books on the Constitution for the Wheatfield Library. She also mentioned applying for monies to have the Milroy collection cataloged and preserved. The board directed Mrs. Salyers to proceed with the applications.

Mrs. Salyers presented a request for the library to participate in the March of Dime Read-a-thon. The request was denied because of a policy against collecting monies for charities.

A brochure and letter about the Indiana Political Subdivision Risk Management Fund was presented. Mrs. Salyers was directed to write a letter of intent to the appropriate state agency by December 31, 1986.

RENSSELAER BUSINESS: Mrs. Salyers announced the appointment of two new staff members, Alisa Rude, page, and Kathy Rasp, circulation clerk.

DEMOTTE BUSINESS: Mrs. Salyers presented a proposal for new hours at DeMotte. After a lengthy discussion, Will Doty moved, and Barbara Leestma seconded to change the DeMotte hours to the following as of January 1, 1987:

Monday & Thursday	10:00 am - 8:00 pm
Tuesday & Wednesday	10:00 am - 6:00 pm
Friday & Saturday	10:00 am - 5:00 pm

ADJOURNMENT: Meeting adjourned by consensus at 8:30 pm.

OPERATING FUND

BILLS TO BE ALLOWED

JANUARY 12, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer-\$453.08	573.08
	3.95	Alarm Service-\$120.00	
NIPSCO	3.51	DeMotte	342.46
NIPSCO	3.51	Wheatfield	605.51
Northwestern Ind. Tele. Co.	3.21	DeMotte	65.07
United Telephone Co.	3.21	Rensselaer	266.29
United Telephone Co.	3.21	Wheatfield	75.81
		TOTAL [A]	1,928.22

Other Claims:

A. E. Boyce Co., Inc.	2.11	Official Records	251.02
American Library Association	4.52	Books Subscription-D	51.00
Apollo Engineering, Inc.	2.21	Florescent Lamps-R	247.60
Arnold, Chuck	3.61	Repairs-D	20.00
Baker & Taylor	4.51	Books	59.22
Baker & Taylor	4.51	Books-\$1,839.78	1,850.79
		GIFT FUND-DeMotte-\$11.01	
Becker, Margaret	3.23	Mileage	62.00
Brodart Co.	2.41	Sysdac Tape	74.33
Campbell Printing Company		GIFT FUND-Wheatfield	62.40
Congressional Quarterly Inc.	4.52	Magazine Sub.-R	390.00
Consolidated Insurance Agency	3.41	Bonds-Daugherty-Martin	100.00
Davidson Titles, Inc.	4.51	Books	<u>1,633.37</u>
DEMCO	4.40	Safety Mirror-R-\$45.36	284.01
	4.51	Processing Sup.-\$88.83	
		GIFT FUND-Wheatfield-\$149.82	
DeYoung Plbg. & Heat.	3.62	Plumbing Service-R	22.50
Discount Wiring Materials	3.61	Switch-R	6.39
Educational Record Center	4.53	Records & Cassettes	181.05
Fagen, Charlotte	3.23	Mileage	3.20
Great Western Supply	2.13	Office Supplies	134.85
Heritage Office Products	2.13	Office Sup.-\$69.64	255.72
	3.62	Repair Type-R-\$70.00	
	2.41	Poster Board-R-\$1.08	
	3.95	Ser. Con.-R-\$115.00	
The Highsmith Co., Inc.	4.51	Processing Sup.	51.90
Information Access Company	4.52	Magazine Index-R	1,482.00
Ingram	4.53	VHS-\$17.61	36.62
	4.51	Books-\$19.01	
Main Line Book Company	4.51	Books	105.81
Martin, Mary K.	3.23	Mileage	24.80
Mitchell Information Services	4.51	Books	172.00
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	10.00
Postmaster General	3.22	Postage	194.00
Quality Books Inc.	4.51	Books	20.82
Quill Corporation	2.13	Office Sup.-\$27.71	36.09
	4.40	Equipment-\$8.38	
Rensselaer Republican	3.31	Advertising	13.80
Ricker, Lois	3.23	Mileage	8.80

Root, Wilburn	3.61	Repairs-DeM & Whe	221.25
Salyers, Catherine A.	3.23	Mileage	57.60
Schultz's Family Store	4.40	Wastebasket-D-\$4.28	29.85
	2.31	Jan. Sup.-R-\$8.59	
	2.41	Lib. Sup.-CR-R-\$16.98	
Story House Corp.	4.51	Books	57.67
Tachtiris, Jill	3.23	Mileage	8.80
Thorndike Press	4.51	Books	40.35
Upstart	2.41	Posters & Bkmk.-R	15.50
Walgreens	3.61	Repairs-W	4.59
The Wall Street Journal	4.52	Subscription-D	114.00
Wallmann's	2.31	Janitorial Sup.-R & W	23.89
		TOTAL [B]	8,564.11
		TOTAL [A] + [B]	10,492.33

CONSTRUCTION FUND

BILLS TO BE ALLOWED

JANUARY 12, 1987

Brusnahan's
Demco

360.00
136.08

TOTAL

496.08

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Extra retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$730.65	\$71,754.19	\$4,695.81
Kellogg	10,000.00	8,850.00	8,850.00	\$1,150.00
TOTALS	518,871.55	9,580.65	512,896.00	\$5,975.55

BOND	\$500,000.00
INTEREST	\$26,134.18
CHECKS	\$503,306.35

BALANCE LAST MONTH	\$22,827.83
INTEREST	\$97.50
CHECKS	\$9,580.65

BALANCE	\$13,344.68
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Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds = ¹ ² December ³ 1986 ⁴				
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana				1
Operating Fund Balance		137,757.46	142,492.87	2
Rensselaer Gift Fund Balance		514.16		3
DeMotte Gift Fund Balance		575.82		4
Wheatfield Gift Fund Balance		1,010.96		5
Bond No. # 1 - DeMotte - Balance		.00		6
Bond No. # 2 - Wheatfield - Balance		15,300.27		7
LIRF Account Balance		7,609.26	140.91	8
Reserve for Insurance Collected		299.91		9
				10
Total of All Accounts - in Northwest National Bank			161,091.90	11
Super Now Checking Account			163,067.84	12
				13
Construction Fund Checking Account @ Northwest National Bank				14
Account No. #21-1702-6			12,824.11	15
				16
Investments - Northwest National Bank of Rensselaer				17
Construction Fund Hi Fi Account # 70-0347-8	9,370.57		9,370.57	18
Bond Investment Hi Fi Account #70-0195-1				19
Operating Hi Fi Account # 70-193-6				20
Operating Money	8,004.65	163,026.79		21
Bond No. #1 - DeMotte	1,690.94	183,817.73		22
Bond No. #2 - Wheatfield	66,107.17	64,972.73		23
	85,902.33			24
Operating Certificate of Deposit				25
LIRF Investment				26
Bond Certificate of Deposit				27
Bond Investment				28
				29
Total Investments			82,634.47	30
			83,509.88	31
Total of All Funds Ending December 1986		261,994.28	259,401.83	32
			265,721.05	33
				34
				35
				36
				37
				38
				39
				40

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 19 86

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 61 req. for D & W 29	DeM filled 10 req. for R & W 23	Wh. filled 3 req. for Rens. 15
b. Received	15	21	12
c. Outstanding	14	2	3
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	R 37 Co 32	60	41
b. Total Registered	9,447		
3. REFERENCE QUESTIONS			
a. Telephone	219	116	123
b. In Person	250	115	205
4. LOCAL HISTORY-GENEALOGY			
a. In person	3		
b. Microfilms Used	1		
c. Research by Mail	0		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING December 31, 1986

	<u>19 85</u>	<u>19 86</u>	
Monthly Circulation	<u>9,985</u>	<u>12,992</u>	
Daily Average	<u>434</u>	<u>541</u>	
January to Date			
Total Circulation	<u>159,344</u>	<u>183,037</u>	+14.9%

Rensselaer	<u>235</u>	/day
DeMotte	<u>173</u>	/day
Wheatfield	<u>133</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	6		61	959	36		2	600	19			363
Non-Fiction	22		2	1,402	39			699	28			412
Paperbacks				244				524				686
CHILDREN'S BOOKS:												
Fiction	43		8	936	2		1	1,049	11			634
Non-Fiction	40		2	527	1			254	1			239
FILMSTRIPS				11								
MAGAZINES:												
Adult				433				402				231
Children				17								
MAPS, PICTURES, PHOTOS, PRINTS				17				12				41
MICROFILM												
PAMPHLETS				500				56				26
SOUND RECORDINGS			1	189				85				54
CED's				65				47				27
VHS's			3	343				420				488
TOTAL	111		77	5,643	78		3	4,148	59			3,201
Percent of Increase (+) or Decrease (-)				+17.8				+30.7				+60.2

FEBRUARY

Agenda February 9, 1987

1. Designation of Depository
2. Minutes
3. Bills/Financial Report
4. Director's Report
 - 4.1 Annual Report
 - 4.2 Legislation
 - 4.3 AIME Conference
 - 4.4 Teacher's In-service
 - 4.5 Staff policy - Professional meetings
 - 4.6 LIRF
5. Rensselaer Business
 - 5.1 Lights
 - 5.2 Resignation of Kathy Rasp
6. DeMotte Business
 - 6.1 Outdoor lighting
7. Wheatfield Business
 - 7.1 Furniture
 - 7.2 Branch Librarian update

MINUTES.....January 12, 1987

At 7:00 pm the Board of Finance of the Jasper County Public Library met. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Mary Linda Casey, trustee, and Cathy Salyers, library director. On a Motion by Mary Linda Casey, seconded by Will Doty, the board voted unanimously to elect the Library Board officers as the officers for the Board of Finance. Board of Finance adjourned at 7:15 pm by consensus.

The regular monthly meeting of the Jasper County Public Library Board was held on January 12, 1987 at 7:15 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, and Mary Linda Casey, trustee, and Cathy Salyers, library director.

MINUTES: On a motion by Will Doty, seconded by Mary Linda Case, the minutes of the December 8, 1986 meeting were unanimously approved as presented.

BILLS/FINANCIAL STATEMENT: Mrs. Salyers noted that the December 1986 operating fund financial statement would be presented at the February meeting because of problems with reconciling bank statement.

On a motion by Mary Linda Casey, seconded by Will Doty, the board voted unanimously to accept the construction fund financial statement.

On a motion by Will Doty, seconded by Mary Linda Casey, the board voted unanimously to approve the bills as presented.

On a motion by Mary Linda Casey, seconded by Will Doty, the 1987 salary schedule was approved.

On a motion by Barbara Leestma, seconded by Will Doty, the board voted unanimously to transfer the following 1986 appropriations: \$2590.70 from LIRF appropriation to books-\$906.87 and periodicals and newspapers-\$1683.83 as a transfer between major classifications; and the following 1986 appropriations were increased Salary of Librarian-\$1.16, Insurance \$5440.95, Books, \$613.82; and Periodicals and Newspapers, \$1,406.19 as transfers within classifications.

DIRECTOR'S REPORT: Mrs. Salyers noted that the 1986 circulation increased 14.8% over 1985. December 1986 statistics showed increased circulation for all three libraries.

Mrs. Salyers further reported that the Indiana Risk Management Fund did not recommend that we transfer our insurance to them. They stated that the fund was designed for policial divisions who were having difficulty obtaining insurance.

ADJOURNMENT: On a motion by Will Doty, seconded by Barbara Leestma, the meeting adjourned at 7:55 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of January 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2,000.00	2,000.00	22,000.00	1
Salary - Assistants	173,615.00	14,572.24	14,572.24	159,062.76	2
Salary - Janitors	7,665.00	306.43	306.43	7,358.57	3
Employees Benefits	20,050.00	1,438.85	1,438.85	18,611.15	4
Other Personal Services	1,000.00			1,000.00	5
Office Supplies	4,500.00	483.22	483.22	4,016.78	6
Operating Supplies	3,950.00	247.60	247.60	3,702.40	7
Repair & Maint. Supplies	700.00	32.48	32.48	667.52	8
Other Supplies	6,000.00	107.89	107.89	5892.11	9
Professional Services	1,501.00			1,501.00	10
Communication & Transportation	15,500.00	766.37	766.37	14,733.63	11
Printing & Advertising	600.00	13.80	13.80	586.20	12
Insurance	7,150.00	100.00	100.00	7,250.00	13
Utility Services	20,600.00	1,401.05	1,401.05	19,198.95	14
Repairs & Maint-Bldg's & Equip	14,600.00	344.73	344.73	14,255.27	15
Rentals	400.00			400.00	16
Other-dues,int. loans,tax	901.00			901.00	17
Transfer to Lib. Improv. Res.	15,000.00			15,000.00	18
Maintenance Contracts	3,750.00	245.00	245.00	3,505.00	19
Land and Buildings-Capital	2.00			2.00	20
Furniture & Equipment	10,000.00	58.02	58.02	9,941.98	21
Books	62,000.00	4,028.54	4,028.54	57,971.46	22
Periodicals and Newspapers	7,000.00	2,096.22	2,096.22	4,903.78	23
Non-print Materials	10,000.00	198.66		9,801.34	24
	410,704.00	28,441.10		382,262.90	25
					26
					27
					28
					29
					30
					31
Beginning Balance	259,401.88				32
Plus Deposits	3,110.28				33
Minus Checks	18,010.41				34
Ending Balance	224,521.75				35
					36
					37
					38
					39
					40

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

Balance of All Funds =		1	2	3	4
		January	1987		
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana					
Operating Fund Balance			111,527.66		
Rensselaer Gift Fund Balance			522.52		
DeMotte Gift Fund Balance			799.89		
Wheatfield Gift Fund Balance			1,076.40		
Bond No. # 1 - DeMotte - Balance			.00		
Bond No. # 2 - Wheatfield - Balance			15,300.27		
LIRF Account Balance			7,609.26		
Reserve for Insurance Collected			299.91		
Total of All Accounts - in Northwest National Bank					
Super Now Checking Account				137,135.91	
Construction Fund Checking Account @ Northwest National Bank					
Account No. #21-1702-6				3,498.92	
Investments - Northwest National Bank of Rensselaer					
Construction Fund Hi Fi Account # 70-0347-8			9,411.09		
Bond Investment Hi Fi Account #70-0195-1					
Operating Hi Fi Account # 70-193-6					
Operating Money		6,370.36			
Bond No.#1 - DeMotte		1,694.21			
Bond No. #2 - Wheatfield		66,411.26			
			74,475.83		
Operating Certificate of Deposit					
LIRF Investment					
Bond Certificate of Deposit					
Bond Investment					
Total Investments					
				83,886.92	
Total of All Funds Ending January 1987					
				224,521.75	

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LDM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$496.08	\$72,250.27	\$4,199.73
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	496.08	513,392.08	\$5,479.47
BOND	\$500,000.00			
INTEREST	\$26,231.68			
CHECKS	\$512,887.00			
BALANCE LAST MONTH	\$13,344.68			
INTEREST	\$61.41			
CHECKS	\$496.08			
BALANCE	\$12,910.01			

OPERATING FUND

BILLS TO BE ALLOWED

FEBRUARY 9, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	424.61
NIPSCO	3.51	DeMotte	372.04
NIPSCO	3.51	Wheatfield	742.54
Northwestern Ind. Tele. Co.	3.21	DeMotte	67.05
United Telephone Co.	3.21	Rensselaer	167.81
United Telephone Co.	3.21	Wheatfield	78.20
		TOTAL [A]	1,852.25

Other Claims:

Baker & Taylor	4.51	Books	660.08
Baker & Taylor	4.51	Books-\$925.95	977.34
		GIFT FUND-DeMotte-\$42.34	
		GIFT FUND-Rensselaer-\$9.05	
Becker, Margaret	3.23	Mileage	62.00
Bierma Hardware	2.31	Ice Melt-W	17.71
Bray, Julie	3.23	Mileage	25.80
Brodart Co.	2.41	Sysdac Ribbon	124.74
Central States Sales Corp.	2.31	Security Light Bulbs-W	418.20
Consolidated Ins. Agency	3.41	Bond-Witty	50.00
Demco	4.40	Hang Up Racks-W-\$61.94	147.67
	2.41	Periodical Cards-\$9.33	
	4.40	Kik Step-R-\$34.84	
	4.40	Kik Step-CR-R-\$34.84	
	4.51	Processing Sup.-\$6.72	
Fagen, Charlotte	3.23	Mileage	3.20
Haley's Lock, Safe & Key Ser.	4.40	Keys	12.75
Hansen, Brad	3.96	Snow Removal-D	40.00
Harper & Row, Publishers	4.51	Books	53.72
Harvey's	2.41	Craft Sup.-CR-R	14.53
Heritage Office Products	2.13	Office Sup.-\$23.37	134.74
	4.40	Equipment-R-\$12.80	
	4.40	Equipment-D-\$36.27	
	2.42	Copier Paper-\$62.30	
The Highsmith Co., Inc.	4.51	Processing Sup.-\$119.73	282.68
	4.40	Equipment-D-\$140.70	
	4.40	Equipment-R-\$22.25	
Howard, Phillip	3.96	Snow Removal-D	15.00
Main Line Book Company	4.51	Books	35.60
Malott, Paul	4.51	Books	400.00
Martin, Mary K.	3.23	Mileage	19.88
Meeks, Jerry	3.61	Maintenance-W	20.00
National Geographic Society	4.51	Books	10.20
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	10.00
Osburn, Julie	3.96	Snow Removal-D	50.00
Pendragon Sales, Inc.	4.53	VHS	74.62
Quality Books Inc.	4.51	Books	7.68

Quill Corporation	4.40	Paper Punch-CR-R-\$1.75	19.48
	4.40	Vinyl Binders-W-\$3.24	
	2.13	Office Sup.-\$14.49	
Rensselaer Readmore	4.52	Newspapers-R	78.30
Rourke Publishing Group	4.51	Books	244.80
Salyers, Catherine A.	3.23	Mileage	64.40
Salyers, Catherine A.		PETTY CASH-Rensselaer	26.54
	3.22	Postage-\$18.00	
	4.51	Pamphlet-\$.25	
	2.31	Janitorial Sup.-\$8.29	
Salyers, Catherine A.		PETTY CASH-DeMotte	20.93
	3.22	Postage-\$.54	
	2.13	Office Sup.-\$4.12	
	2.31	Janitorial Sup.-\$3.33	
	4.40	Jan. Equip.-\$12.94	
Schultz's Family Store	4.40	Album-\$11.68	20.15
	2.41	Library Sup.-R-\$8.47	
Shanley's Inc.	3.96	Snow Removal-R	60.00
Shepherd, Bruce	3.96	Snow Removal-W	15.00
Silver Burdett Press	4.51	Books	108.20
Suburban TV	3.62	Video Disk Repair	188.55
Thompson Electronics	3.62	Video Tape Repair	19.50
Thorndike Press	4.51	Books	154.80
University Book Service	4.51	Books	155.72
Wallmann's	2.31	Janitorial Sup.-R	20.98
Wilco	2.31	Ice Melt-R	4.00
		TOTAL [B]	4,869.49
		TOTAL [A] + [B]	6,721.74

CONSTRUCTION FUND

BILLS TO BE ALLOWED

FEBRUARY 9, 1987

Demco	108.97
Heritage Office Products, Inc.	74.01
TOTAL	182.98

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

January 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 80 req. for D & W 45	DeM filled 19 req. for R 13	Wh. filled 37 req. for D & R 6
b. Received	30	6	2
c. Outstanding	15	7	4
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	18 'R 29 Co	36	52
b. Total Registered	9,558		
3. REFERENCE QUESTIONS			
a. Telephone	255	201	147
b. In Person	373	272	150
4. LOCAL HISTORY-GENEALOGY			
a. In person	15		
b. Microfilms Used	0		
c. Research by Mail	2		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING January 31, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>15,627</u>	<u>16,608</u>	
Daily Average	<u>601</u>	<u>664</u>	
January to Date			
Total Circulation	<u>15,627</u>	<u>16,608</u>	+6%

Rensselaer	<u>263</u>	/day
DeMotte	<u>224</u>	/day
Wheatfield	<u>177</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	39		234	1,137	26		3	798	38			471
Non-Fiction	44		4	1,351	15		6	952	9		3	571
Paperbacks			1	578				574				857
CHILDREN'S BOOKS:												
Fiction	34		5	1,237	4			1,305	1			953
Non-Fiction	113		29	576				443	12			294
FILMSTRIPS												
MAGAZINES:												
Adult				501				656				277
Children				27								
MAPS, PICTURES, PHOTOS, PRINTS				28				16				56
MICROFILM												
PAMPHLETS				323				113				112
SOUND RECORDINGS			4	194	3		1	101				68
CED's				56				57				10
VHS's	2			572			1	580				864
TOTAL	232		277	6,580	48		11	5,595	60		3	4,433
Percent of Increase (+) or Decrease (-)				+5%				+9%				+4%

PROPOSED PROFESSIONAL MEETING POLICY

10. Meetings and conferences

10.1 Monies allocated for professional meetings are provided to staff and board members for the purpose of continuing educational and training in those areas related to the operation of the library. All employees are encouraged to attend library related meetings and workshops, each employee must obtain the approval of his/her supervisor before attending such meetings.

10.2 Employees are paid only for their regularly scheduled hours. Any time exceeding the scheduled time shall be considered compensatory time to be taken within the next pay period.

10.3 The library system or any branch may be closed for the ILA/ILTA and District I conferences if the number of employees attending warrants closing. If a library is closed for a conference, employees not attending the conference will work their regular schedules at the library.

10.4 To receive compensation for registration costs for other than the above mentioned meetings, the employee must obtain prior approval from the director, and also to receive compensation for any meeting, employees must submit payroll voucher and receipts to the director's office by the Tuesday preceding the next board meeting.

10.5 Funds for professional meeting fees for each calendar will be assigned to employees according to the following schedule:

1. Scheduled hours: please check only one:

_____	35-40 hrs.	\$75.00	
_____	21-34 hrs.	50.00	
_____	20 hrs. or less	25.00	_____

2. Years of experience:

_____	11+ yrs.	45.00	
_____	6-10 yrs.	30.00	
_____	0-5 yrs.	15.00	_____

3. Job Classification:

_____	Administrative Assistant	30.00	
_____	Department heads	20.00	
_____	Library assistant	10.00	_____

Total meeting allowance _____

These monies are to be used for paying registration fees, meals, hotel accomodations and other fees as specified by law and/or library policy, but does not include mileage. Assigned monies are not cumulative from one year to the next.

10.6 Board members will have fees paid according to funds available.

10.7 Any funds not spent or designated for use by October 31 of each year will be distributed on a first come first serve basis until Dec. 31.

2/87

MARCH

AGENDA.....March 9, 1987

1. Minutes
2. Bills/Financial Report
3. Director's Report
 - 3.1 Circulation
 - 3.2 Jasper County Read-In update
 - 3.3 Director's evaluation
 - 3.4 Heating Maintenance Contractor
 - 3.5 Bookmobile/Lowell Public Library
4. DeMotte Business
5. Rensselaer Business
 - 5.1 Restroom
 - 5.2 Resignation of Carl Sayers
6. Wheatfield Business
 - 6.1 Branch Librarian update

MINUTES.....February 9, 1987

At 7:00 pm the Board of Finance of the Jasper County Public Library met. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Bob Souza, Frank Wright, trustees, and Cathy Salyers, library director. On a motion by Bob Souza, seconded by Will Doty, the board voted with Frank Wright abstaining to designate Northwest National Bank as the library's designated depository. The Board of Finance adjourned by consensus at 7:04 pm.

The regular monthly meeting of the Jasper County Public Library Board was held on February 9, 1987 at 7:05 pm at the Wheatfield Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Frank Wright, and Bob Souza, trustees, and Cathy Salyers, library director.

MINUTES: On a motion by Bob Souza, seconded by Will Doty the minutes of the January 12, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Frank Wright, seconded by Barbara Leestma, the bills and financial statements were unanimously approved as presented.

The board directed Mrs. Salyers to determine if Construction Fund monies could be used to defray the cost of installing a transformer at the Wheatfield site.

DIRECTOR'S REPORT: Mrs. Salyers noted that the annual report had been submitted to the Indiana State Library.

There was a brief discussion of impending legislation regarding library bond issues and budgets.

Mrs. Salyers reported that she would be participating in a panel discussion on School/Public Library cooperation at the upcoming AIME conference; Mary Martin and she would be present an in-service program on reference tools for the Rensselaer Central Teacher's Meeting, and she would be on a panel to discuss long range planning at the Plymouth Public Library.

On a motion by Barbara Leestma, seconded by Frank Wright, the board voted unanimously to accept the proposed professional meeting policy as presented including a table for figuring the amount of money each staff member would have for their use to attend meetings and conferences. The board suggested that Mrs. Salyers have staff members who attend meetings and conferences to either present a report

at staff meetings or write a brief report for the staff newsletter.

On a motion by Bob Souza, seconded by Will Doty, the board voted unanimously to transfer \$6,968.35 from the 1986 LIRF appropriation to the LIRF fund.

On a motion by Bob Souza, seconded by Will Doty, the board voted unanimously to approved bonds for Barbara Leestma, Lynn Daugherty, and Mary K. Martin.

RENSSELAER BUSINESS: On a motion by Frank Wright, seconded by Will Doty, the board voted unanimously not to approved a bid for dimmer mechanisms for the lights in the Children's Room.

Mrs. Salyers noted that Kathy Rasp resigned her position as Circulation Clerk to accept a full time position at Indiana Federal. Mrs. Salyers requested that the Circulation Clerk position be upgraded from 10 to 15 hours per week at \$3.35 per hour. The board directed Mrs. Salyers to make the requested change.

DEMOTTE BUSINESS: Mrs. Salyers noted that lights had been installed on the roof of the DeMotte Library for security and safety.

WHEATFIELD BUSINESS: Mrs. Salyers reported that there are still a few furniture items to be delivered and installed before the construction fund can be closed.

She further reported on two interviews for the Branch Librarian position.

ADJOURNMENT: On a motion by Bob Souza, seconded by Frank Wright, the meeting adjourned at 8:12 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of February 1987

	Beginning	Spent	Spent	Ending
	Appropriation	this Month	to Date	Appropriation
Salary - Librarian - Director	24,000.00	2,000.00	4,000.00	20,000.00
Salary - Assistants	173,615.00	14,276.65	28,848.89	144,786.11
Salary - Janitors	7,665.00	443.70	750.13	6,914.87
Employees Benefits	20,050.00	1,195.49	2,634.34	17,415.66
Other Personal Services	1,000.00			1,000.00
Office Supplies	4,500.00	41.98	525.20	3,974.80
Operating Supplies	3,950.00		247.60	3,702.40
Repair & Maint. Supplies	700.00	472.51	504.99	195.01
Other Supplies	6,000.00	219.37	327.25	5,672.74
Professional Services	1,501.00			1,501.00
Communication & Transportation	15,500.00	506.88	1,273.25	14,226.75
Printing & Advertising	600.00		13.80	586.20
Insurance	7,350.00	50.00	150.00	7,200.00
Utility Services	20,600.00	1,539.19	2,940.24	17,659.76
Repairs & Maint-Bldg's & Equip	14,600.00	128.05	472.78	14,127.22
Rentals	400.00			400.00
Other-dues,int. loans,tax	901.00			901.00
Transfer to Lib. Improv. Res.	15,000.00			15,000.00
Maintenance Contracts	3,750.00	210.00	455.00	3,295.00
Land and Buildings-Capital	2.00			2.00
Furniture & Equipment	10,000.00	386.00	444.02	9,555.98
Books	62,000.00	2,883.45	6,911.99	55,088.01
Periodicals and Newspapers	7,000.00	152.92	2,249.14	4,750.86
Non-print Materials	10,000.00		198.66	9,801.34
	410,704.00	24,506.19	52,947.29	357,756.71
Beginning Balance	224,521.75			
Plus Deposits	6,432.19			
Minus Checks	24,740.56			
Ending Balance	206,213.38			

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds = ¹ ² ³ February 1987 ⁴				
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana				1
Operating Fund Balance			93,028.66	2
Rensselaer Gift Fund Balance			513.47	3
DeMotte Gift Fund Balance			1,172.55	4
Wheatfield Gift Fund Balance			1,086.40	5
Bond No. # 1 - DeMotte - Balance			0	6
Bond No. # 2 - Wheatfield - Balance			15,300.27	7
LIRF Account Balance			7,609.26	8
Reserve for Insurance Collected			209.91	9
				10
Total of All Accounts - in Northwest National Bank				11
Super Now Checking Account			119,010.52	12
				13
Construction Fund Checking Account @ Northwest National Bank				14
Account No. #21-1702-6			3,315.94	15
				16
Investments - Northwest National Bank of Rensselaer				17
Construction Fund Hi Fi Account # 70-0347-8			9,411.09	18
Bond Investment Hi Fi Account #70-0195-1				19
Operating Hi Fi Account # 70-193-6				20
Operating Money		6,370.36		21
Bond No. #1 - DeMotte		1,694.21		22
Bond No. #2 - Wheatfield		66,411.26		23
			74,475.83	24
Operating Certificate of Deposit				25
LIRF Investment				26
Bond Certificate of Deposit				27
Bond Investment				28
				29
Total Investments			83,885.92	30
				31
Total of All Funds Ending February 1987			206,213.38	32
				33
				34
				35
				36
				37
				38
				39
				40

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Infrastructure Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$118.15	\$72,368.42	\$4,081.58
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	118.15	513,510.23	\$5,361.32

BOND	\$500,000.00
INTEREST	\$26,293.09
CHECKS	\$513,383.08 - 3 - 3072.00
BALANCE LAST MONTH	\$12,910.01
INTEREST	\$51.35
CHECKS	\$118.15 - 182.98
BALANCE	\$12,843.21 - 12,778.38

OPERATING FUND

BILLS TO BE ALLOWED

MARCH 9, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	477.79
NIPSCO	3.51	DeMotte	354.52
NIPSCO	3.51	Wheatfield	594.87
Northwestern Ind. Tele. Co.	3.21	DeMotte	170.10
United Telephone Co.	3.21	Rensselaer	235.91
United Telephone Co.	3.21	Wheatfield	75.98
		TOTAL [A]	1,909.17

Other Claims:

Altar Rosary Sodality	4.51	Books	16.50
Baker & Taylor	4.51	Books	485.64
Baker & Taylor	4.51	Books	824.53
Becker, Margaret	3.23	Mileage	24.80
Ben Franklin	2.21	Jan. Sup.-D-\$3.86	14.09
	2.41	Lib. Sup.-D-\$10.23	
Bray, Julie	3.23	Mileage	16.00
Brodart Co.	2.41	Sysdac Tape	77.13
Catalog Card Corp. of America	4.51	Catalog Cards	86.05
Consolidated Insurance Agency	3.42	Boiler-Mach.-R	250.00
Daugherty, Lynn	3.23	Mileage-\$66.60	102.18
	2.41	Lib. Sup.-D-\$17.94	
		GIFT FUND-DeMotte-\$17.64	
Davidson Titles, Inc.	4.51	Books	57.76
DEMCO	4.51	Processing Supplies	202.19
Fase's	3.62	Vacuum Repair-R	21.50
Great Western Supply	2.13	Office Supplies	109.75
Harvey's	2.41	Felt-CR-R-\$2.90	7.58
	2.21	Light Bulbs-R-\$4.68	
Heritage Office Products Inc.	2.13	Office Sup.-\$17.48	773.48
	3.95	Ser. Con.-R-\$756.00	
Hook's	2.21	Jan. Sup.-D-\$4.74	29.04
	4.52	Newspapers-D-\$24.30	
Howard, Rose	3.96	Snow Removal-W	15.00
INCOLSA	3.91	Membership Dues-1987	15.00
Ingram	4.53	VHS	16.66
K.V. Electric	3.61	Install Flood Lights-D	85.00
Main Line Book Company	4.51	Books	112.93
Martin, Mary K.	3.23	Mileage	20.00
Meeks, Jerry	3.61	Repair Lights-W-\$18.00	36.00
	3.61	Repair Lights-R-\$18.00	
Monroe Systems for Business	2.42	Copier Paper	211.68
Northwest National Bank	3.72	Safety Deposit Box	9.00
Northwestern Ind. Tele. Co.	4.40	Telephones-D	199.90
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	10.00
Postmaster General	3.22	Postage	194.00
Pre-K Today	4.52	Magazine-CR-R	49.85
Rayburn Heating & Cooling	3.61	Repairs-D	27.00
Rensselaer Republican	3.31	Advertising-R-\$22.40	56.40
	4.52	Subscription-D-\$34.00	

Salyers, Catherine A.	3.23	Mileage-\$63.60	83.60
		GIFT FUND-DeMotte-\$20.00	
Salyers, Catherine A.		PETTY CASH-Rensselaer	37.58
	3.22	Postage-\$35.19	
	2.21	Jan. Sup.-\$2.39	
Schultz's Family Store	2.13	Office Sup.-\$1.46	12.89
	2.31	Jan. Sup.-W-\$1.85	
	4.40	Telephone Cord-D-\$9.92	
Silver Burdett Press	4.51	Books	45.95
Steinmetz, Debra	3.23	Mileage	49.60
Trend Enterprises Inc.	2.41	Lib. Sup.-CR-R	11.05
Upstart	2.41	Lib. Sup.-CR-R-\$111.64	343.00
	2.41	Lib. Sup.-W-\$7.35	
	2.41	Lib. Sup.-D-\$20.24	
	2.41	Sum.Read-D,W,R-\$180.58	
		GIFT FUND-Rensselaer-\$23.19	
Walgreens	4.40	Air Purifier-W-\$21.97	29.77
	2.41	Lib. Sup.-CR-R-\$7.80	
Wallmann's	2.21	Jan. Sup.-R	32.34
World Almanac Education	2.41	Sum. Reading-D,W,R	41.57
		TOTAL [B]	4,843.99
		TOTAL [A] + [B]	6,759.16

CONSTRUCTION FUND

BILLS TO BE ALLOWED

MARCH 9, 1987

Heritage Office Products, Inc.	118.15
TOTAL	118.15

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

February 19 87

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 63 req. for D & W 64	DeM filled 10 req. for Rens. 31	Wheat filled 11 req. for Rens. 4
b. Received	38	13	3
c. Outstanding	26	18	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	40 R 29 Co	61	48
b. Total Registered	9,683		
3. REFERENCE QUESTIONS			
a. Telephone	238	225	279
b. In Person	304	317	516
4. LOCAL HISTORY-GENEALOGY			
a. In person	9		
b. Microfilms Used	6		
c. Research by Mail	4		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING February 28, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>15,103</u>	<u>16,642</u>	
Daily Average	<u>657</u>	<u>724</u>	
January to Date			
Total Circulation	<u>30,730</u>	<u>33,250</u>	+8%

Rensselaer	<u>282</u>	/day
DeMotte	<u>255</u>	/day
Wheatfield	<u>186</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	16		333	943				728	21			386
Non-Fiction	42		5	1,256				1,025	42			643
Paperbacks	14			513				823	133			780
CHILDREN'S BOOKS:												
Fiction	13		5	1,607				1,502	12			939
Non-Fiction	3		3	704				454	35			278
FILMSTRIPS												
MAGAZINES:												
Adult				476				576				332
Children				23								
MAPS, PICTURES, PHOTOS, PRINTS				11				8				89
MICROFILM				1								
PAMPHLETS	56		21	242				86				51
SOUND RECORDINGS	20		19	229				140	2			43
CED's				30				17				12
VHS's	3			463				511	19			722
TOTAL	167		386	6,497				5,870	264			4,275
Percent of Increase (+) or Decrease (-)				+6%				+28%				+5%

POSTER CONTEST WINNERS

	Rensselaer	K-V	Overall
High School			
	1. Mo Egan	Ann Takas	Violette Humbert
	2. Violette Humbert	Shannon Kohlman	Mo Egan
	3. Brad Rodeffer	Mark Warran	Ann Takas
4&5 grade			
	1. Courtney Roberts	Heather Williams	Heather Williams
	2. Kristy Donnelly	Laura Lewis	Laura Lewis
	3. Ryan Meunier	Jeffrey Trock	Jeffrey Trock
2&3 grade			
	1. Tara Baunach	Molly Gatlin	Molly Gatlin
	2. Tony Hermanson	Eric Chizmar	Tara Baunach
	3. Kristy Tiede	Rachel Kaper	Eric Chizmar
K&1	no entries	Jill Garvey Dawn Veld & Keith Wallace tied	Jill Garvey Dawn Veld Keith Wallace

Prizes for the poster contest were donated by the following organizations:

Friends of the Wheatfield Library
Friends of the DeMotte Library
Friends of the Rensselaer Library
McDonalds
Penneys
Jordan Floral
Longs Gifts
Schultz's Family Store
Cover's Dairy Queen
Kentucky Fried Chicken

APRIL

AGENDA.....APRIL 13, 1987

1. Minutes
2. Bills/Financial Statements
3. Director's report
 - 3.1 Circulation
 - 3.2 Revised salary ranges
 - 3.3 Bond for Cheryl Witty
 - 3.4 Budget committee
4. Wheatfield Business
5. Rensselaer Business
6. DeMotte Business
7. Intellectual Freedom Video presentation (30 min.)

MINUTES.....^{March 9}~~February 9~~, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on March ~~7~~⁹, 1987 at 7:30 pm at the DeMotte Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, and Mary Linda Casey trustee, and Cathy Salyers, library director.

MINUTES: On a motion by Mary Linda Casey, seconded by Barbara Leestma, the minutes of the February 9, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Will Doty, seconded by Mary Linda Casey, the bills and financial statements were unanimously approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation increased 28% at DeMotte, a fraction of a percent at Rensselaer, and 5% at Wheatfield over February 1986. Year to date circulation increased 8% over 1986. Will Doty discussed ways to recognize staff members for their contributions to the library's success such as articles in the newspaper, a recognition dinner, etc.

There was a brief discussion of the salary scale, vacation and sick leave. Further discussion was tabled until next meeting.

Mrs. Salyers noted plans for the April 8 Jasper County Read-In: winners of the poster contest have been announced; WRIN/WLQI will be prompting the event and will have someone reading on the air during the designed five minutes; and letters from celebrities have been received.

Mrs. Lawyer appointed Will Doty to be responsible for the Director's evaluation. Mrs. Salyers said that her self-evaluation would be completed by the end of March.

Mrs. Salyers reported that someone had requested use of the DeMotte meeting room for a graduation party at which alcohol would be served. The Board directed Mrs. Salyers to not permit the use of alcohol by groups using any library meeting rooms.

DEMOTTE BUSINESS: Will Doty asked if the airconditioning problem had been solved. Mrs. Salyers stated that she would check into the matter. He also noted that the staff lounge needed some furniture and curtains. Mrs. Salyers noted that she was donating a couch.

RENSSELAER BUSINESS: Mrs. Salyers requested that the lock be removed from the downstairs restroom at the Rensselaer Library. After a brief discussion, the Board directed that the lock remain since the restroom was utilized by both men and women.

Mrs. Salyers reported the resignation of the Rensselaer janitor, Carl Sayers effective March 31 to concentrate on his full time job with the City of Rensselaer.

WHEATFIELD BUSINESS: Mrs. Salyers reported that the search for a Branch Librarian was being extended since all candidates to date were either unsuitable or decided to accept other positions. There was a brief discussion of the matter, and Mrs. Salyers noted that she would be sending ads to other publications.

Mrs. Salyers further reported that Reference Assistant, Harriet Wisdom, resigned to devote full time to her toy business. Mrs. Salyers stated that Reference Assistant position will be changed from 30 hours to 40 hours and rate of pay changed from \$4.75 per hour to \$4.50 per hour.

STATE FUNDS: On a motion by Mary Linda Casey, seconded by Will Doty, the Board voted unanimously to apply for state funds.

ADJOURNMENT: On a motion by Mary Linda Casey, seconded by Barbara Leestma, the meeting adjourned at 8:30 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of March 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2,000.00	6,000.00	18,000.00	1
Salary - Assistants	173,635.00	13,818.40	42,667.29	130,967.71	2
Salary - Janitors	7,665.00	531.05	1,281.18	6,383.82	3
Employees Benefits	20,050.00	1,618.66	4,253.00	15,797.00	4
Other Personal Services	1,000.00			1,000.00	5
Office Supplies	4,500.00	128.69	653.89	3,846.11	6
Operating Supplies	3,950.00	49.36	297.46	3,652.54	7
Repair & Maint. Supplies	700.00		504.99	195.01	8
Other Supplies	6,000.00	700.11	1,027.37	4,972.63	9
Professional Services	1,501.00			1,501.00	10
Communication & Transportation	15,500.00	1,226.68	2,499.93	13,000.07	11
Printing & Advertising	600.00	22.40	36.20	563.80	12
Insurance	7,350.00	250.00	400.00	6,950.00	13
Utility Services	20,600.00	1,427.18	4,367.42	16,232.58	14
Repairs & Maint-Bldg's & Equip	14,600.00	169.50	642.28	13,957.72	15
Rentals	400.00	9.00	9.00	391.00	16
Other-dues,int. loans,tax	901.00	15.00	15.00	886.00	17
Transfer to Lib. Improv. Res.	15,000.00			15,000.00	18
Maintenance Contracts	3,750.00	781.00	1,236.00	2,514.00	19
Land and Buildings-Capital	2.00			2.00	20
Furniture & Equipment	10,000.00	31.55	475.57	9,524.43	21
Books	62,000.00	1,831.55	8,743.54	53,256.46	22
Periodicals and Newspapers	7,000.00	108.15	2,357.29	4,642.71	23
Non-print Materials	10,000.00	16.66	215.32	9,784.68	24
					25
	410,704.00	24,735.44	77,682.73	333,021.27	26
					27
					28
					29
					30
					31
Beginning Balance	206,213.38				32
Plus Deposits	3,139.38				33
Minus Checks	24,914.32				34
Ending Balance	184,438.44				35
					36
					37
					38
					39
					40

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds = ¹ ² March ³ 1987 ⁴

Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana

Operating Fund Balance 70,572.69

Rensselaer Gift Fund Balance 533.15

DeMotte Gift Fund Balance 1,174.91

Wheatfield Gift Fund Balance 1,096.40

Bond No. # 1 - DeMotte - Balance

Bond No. # 2 - Wheatfield - Balance 15,300.27

LIRF Account Balance 7,609.26

Reserve for Insurance Collected 299.91

Total of All Accounts - in Northwest National Bank

Super Now Checking Account

96,586.59

Construction Fund Checking Account @ Northwest National Bank

Account No. #21-1702-6

3,225.72

Investments - Northwest National Bank of Rensselaer

Construction Fund Hi Fi Account # 70-0347-8 9,494.02

Bond Investment Hi Fi Account #70-0195-1

Operating Hi Fi Account # 70-193-6

Operating Money 6,370.36

Bond No. #1 - DeMotte 1,694.21

Bond No. #2 - Wheatfield 67,067.54

75,132.11

Operating Certificate of Deposit

LIRF Investment

Bond Certificate of Deposit

Bond Investment

Total Investments

84,626.13

Total of All Funds Ending March 1987

184,438.44

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra	\$364,909.00	\$0.00	\$349,847.91	
Retainage			18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture				
Equipment	76,450.00	\$0.00	\$72,368.42	\$4,081.58
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	0.00	513,510.23	\$5,361.32

BOND	\$500,000.00
INTEREST	\$26,344.44
CHECKS	\$513,566.06

BALANCE LAST MONTH	\$12,778.38
INTEREST	\$59.51
CHECKS	\$118.15

BALANCE	\$12,719.74
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OPERATING FUND

BILLS TO BE ALLOWED

APRIL 13, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	391.28
NIPSCO	3.51	DeMotte	277.91
NIPSCO	3.51	Wheatfield	517.64
Northwestern Ind. Tele. Co.	3.21	DeMotte	116.56
United Telephone Co.	3.21	Rensselaer	228.19
United Telephone Co.	3.21	Wheatfield	77.84
TOTAL [A]			1,609.42

Other Claims:

A. E. Boyce Co., Inc.	2.11	Official Records	129.26
American Library Association	2.41	Library Sup.-D-\$13.80	68.63
	2.41	Library Sup.-R-\$33.60	
	2.41	Library Sup.-CR-\$21.23	
Baker & Taylor	4.51	Books	533.59
Baker & Taylor	4.51	Books-\$750.10	823.78
		GIFT FUND-Rensselaer-\$73.68	
Becker, Margaret	3.23	Mileage	12.40
Bray, Julie	3.23	Mileage	15.80
Brodart Co.	2.41	Sysdac Ribbon & Cards	707.13
Children's Magazine Guide	4.52	Magazines-D	35.00
Consolidated Ins. Agency	3.41	Bond-Leestma	80.00
Daugherty, Lynn	3.23	Mileage	30.40
Davidson Titles, Inc.	4.51	Books	81.63
Demco	4.51	Processing Sup.-\$24.65	159.83
	2.41	Cat.Cd.Prot.-D-\$27.75	
	2.41	Library Sup.-\$107.43	
Farm Bureau Insurance	3.42	Building & Contents	5,466.30
Frank B. Hall & Co.	1.23	Group Insurance	231 50
Gaylord Bros.	4.53	Processing Supplies	202.99
The Get Ready Sheet	4.52	Magazine-D	19.00
Grolier Educational Corp.	4.51	Books	1,312.13
Harvey's	2.41	Const. Paper-R-\$4.38	6.56
	2.13	Masking Tape-D-\$2.18	
Heritage Office Products	2.13	Office Supplies	52.64
The Highsmith Co., Inc.	4.51	Processing Sup.-\$177.97	367.62
	4.40	Equipment-D-\$156.17	
	4.40	Equipment-CR-\$27.89	
	2.13	Office Sup.-D-\$5.59	
ILA/ILTA	3.24	Professional Meeting	160.00
Indiana Historical Society	3.91	Dues-1987	15.00
Jasper Co. Farm Bureau Co-op	2.33	Ballasts-R	24.25
Kankakee Valley Post-News	3.31	Advertising	6.20
Life Skills Education	4.51	Pamphlets	16.75
Martin, Mary K.	3.23	Mileage-\$8.80	19.55
	3.22	Postage-\$10.75	
National Geographic Society	4.51	Books	20.21

Doms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	56.00
Quill Corporation	2.13	Office Supplies	56.80
R W Pool Co., Inc.	2.21	Paper Towels-W-\$40.84	54.90
	2.21	Facial Tissue-R-\$14.06	
Rand McNally & Company	4.51	Books	205.28
Rayburn Heating & Cooling	4.40	Air Conditioner-D	954.64
Rensselaer Republican	3.31	Advertising	16.00
Revels Records	4.51	Books-\$31.90	83.40
	4.53	Recordings-\$51.50	
Salyers, Catherine A.	3.23	Mileage	55.20
Salyers, Catherine A.		PETTY CASH-Rensselaer	41.13
	3.22	Postage-\$39.38	
	4.51	Pamphlets-\$1.75	
Salyers, Catherine A.		PETTY CASH-DeMotte	29.61
	3.62	Repair Sweeper-D-\$10.00	
	2.13	Office Sup.-D-\$4.82	
	2.21	Janitorial Sup.-D-\$1.79	
	3.72	P.O. Box Rental-D-\$13.00	
Schulenberg, Sharon	3.22	Postage	9.46
Silver Burdett Press	4.51	Books	44.95
Smith's True Value Farm Store	4.40	Mop Bucket-W	35.99
Steinmetz, Debra	3.23	Mileage	74.40
Tachtiris, Jill	3.23	Mileage	12.40
Thorndike Press	4.51	Books	197.40
U.S. Toy Company	2.41	Library Sup.-D	42.84
United Supply Co., Inc.	2.41	Library Sup.-CR-\$52.07	76.89
		GIFT FUND-Wheatfield-\$24.82	
University Book Service	4.51	Books	112.67
Wallmann's	2.21	Janitorial Sup.-R	35.62
Weekly Reader Books	4.51	Books	21.45
Witty, Cheryl	3.23	Mileage-\$10.40	14.64
	3.22	Postage-\$4.24	
		TOTAL [B]	12,783.43
		TOTAL [A] + [B]	14,392.85

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

March 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 83 req. for D & W 38	DeM filled 33 req. for Rens. 50	Wh. filled 9 req. for DeM 7
b. Received	28	37	6
c. Outstanding	10	13	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	R 75 ' CO 45	100	94
b. Total Registered	9,940		
3. REFERENCE QUESTIONS			
a. Telephone	279	254	239
b. In Person	478	466	358 627
4. LOCAL HISTORY-GENEALOGY			
a. In person	12		
b. Microfilms Used	1		
c. Research by Mail			
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING March 31, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>15,113</u>	<u>17,730</u>	
Daily Average	<u>581</u>	<u>682</u>	
January to Date			
Total Circulation	<u>45,843</u>	<u>50,980</u>	+11.2%

Rensselaer	<u>259</u>	/day
DeMotte	<u>226</u>	/day
Wheatfield	<u>197</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	23			922	25		2	734	55			623
Non-Fiction	119			1,291	64		1	1,017	60			646
Paperbacks	28			755				613				1024
CHILDREN'S BOOKS:												
Fiction	29		20	1,545	8		3	1,736	10			1118
Non-Fiction	78			723	11			484	15			236
FILMSTRIPS				3								2
MAGAZINES:												
Adult				455				518				398
Children				10								
MAPS, PICTURES, PHOTOS, PRINTS				17				12				83
MICROFILM				1								
PAMPHLETS	79		18	188				104	14			30
SOUND RECORDINGS				216				128				74
CED's				33				20				30
VHS's				566				505				870
TOTAL	346			6,725	108		6	5,871	154			5134
Percent of Increase (+) or Decrease (-)				+6%				+9.6%				+50%

Will Manley:

Facing the Public

"For those of you out there in libraryland who are under the ludicrous illusion that censorship is removing *Show Me* from the children's shelves of the public library, let me suggest that you start reading *Pravda* with your morning tea."

When I read recently that the Berkeley (Calif.) Public Library had decided not to do business with the Baker & Taylor Company I was ecstatic. I thought, "Well, thank God, finally a library has enough chutzpah to take a strong stand against apartheid."

If you're confused don't be. Baker & Taylor's parent firm, W. R. Grace, has two companies in South Africa. That makes W. R. Grace a racist company, which in turn makes B & T a racist company. I guess that's why Berkeley Public cut its ties with Baker & Taylor. It didn't want to do business with a company that has ties, however tenuous, with apartheid.

You might laugh and say what good can a library in California do about racism in South Africa. After all, a library has no clout. A public library has about as much chance of stopping apartheid as Pee Wee Herman has of overthrowing the Nicaraguan government with a BB gun. You might think, therefore, that what the Berkeley Public Library did was a meaningless gesture.

It wasn't a meaningless gesture because it made me think. It made me realize that although I personally don't have the courage to terminate

my library's contract with Baker & Taylor, other people in our profession are blessed with a higher moral imperative. How lucky our profession is to have at least a few leaders who have the guts, on the basis of ethical considerations, to sacrifice their book vendor of choice for a less desirable jobber. That they are willing to subject their public to a presumably poorer level of service to make a statement on behalf of oppressed people living on the other side of the globe is further evidence of their moral superiority.

The insensitive wise guy who says that's like being generous with somebody else's money just doesn't understand the symbolic value of what the Berkeley Public Library did. Sure the Berkeley taxpayers may have to put up with a secondary book jobber, but look what they're gaining—the knowledge that they are doing something unselfish for mankind. Anytime I've done something sacrificial for mankind such as consuming all the Twinkies in a 7-Eleven so that others will not suffer from malnutrition and obesity, I've felt good about myself. Actually the taxpayers of Berkeley should be thankful that their library policymakers have given them an opportunity to share in their feelings of moral rectitude.

Another thing I like about the Berkeley action is that it made me

think about how clever you have to be sometimes to make a moral statement. Look how the people at Berkeley distorted the situation just so they could make their statement. It was really clever. The Berkeley bunch should be congratulated on their ingenuity as well as their courage. After all, Baker & Taylor isn't even in South Africa. Baker & Taylor is clean. But the W. R. Grace Company, who owns Baker & Taylor, also owns two companies in South Africa. That, according to the Berkeley Public Library, makes Baker & Taylor dirty. You've really got to have chutzpah to draw that conclusion. I would not have the fortitude to call my best friend a racist because he happened to have two distant cousins (whom he sees once every five years) who are members of the KKK. But that's what I like about the Berkeley bunch. They were going to make their self-righteous moral statement no matter how difficult it was to find a target.

Another thing I like about the Berkeley decision is that it made me think about what library products I buy and the services I consume. For instance, every morning I wonder about the answers to certain persistent questions. Does my magazine subscription agency have ties to South Africa? Does its parent company own companies in South Africa? Does it do business with South Afri-

Will Manley is director of the Tempe (Arizona) Public Library.

can libraries? Does it do business with other companies that do business with other companies whose parent company owns other companies in South Africa? Does it do business with other companies that do business with other companies who do business in South Africa? That's what's so neat about what the Berkeley bunch did. It showed us how collective the responsibility for apartheid is. It showed me that apartheid is contagious. If you deal with someone who has apartheid you will get it too. Also it showed how widespread the guilt for apartheid is. It made me see that it's not just Mr. Botha who is responsible for apartheid. It's you and I and the girl next door. We are, in a sense, all racists. Dumping Baker & Taylor, therefore, in a sense, makes us a little less racist. I, for one, appreciate that. It's a little like going to confession.

Another thing I like about the Berkeley ban of Baker & Taylor is that it made me think about all the things that I buy not just with my library's money, but also with my own money. Take those Twinkies I'm so fond of. I may not be helping mankind as much as I think by eating up tons of Twinkies. I may actually be hurting mankind if the company that makes Twinkies is doing business in South Africa. Or maybe the company that makes Twinkies is owned by a company that owns other companies in South Africa. I certainly would hate to think that. Thank God the Berkeley Public Library policy-makers raised my consciousness on that point.

Another thing I like about the Berkeley boycott is that it made me think of all the other countries that discriminate on the basis of race, color, creed, and gender. The Soviet Union and its treatment of Jews comes to mind. Next in line is India and its treatment of Moslems. Then I think you would have to point the finger at Northern Ireland, where Roman Catholics are actively discriminated against. Next in line is Japan and its racist Prime Minister Nakasone. (To refresh your memory, he's the guy who said, "We have become quite an intelligent society, much more than the United States. In America there are quite a few blacks, Puerto Ricans, and Mexicans.

On average the level is extremely low.") And let's not forget about the entire Moslem world where women are treated as second-class citizens.

I'm sure there are other countries that discriminate, but that's all that I can think of right now. A good reference librarian might send me a letter and inform me of countries with more racist, creedist, or sexist tendencies. But let me make my point. If I understand Berkeley's ban of Baker & Taylor correctly, they want to stop discrimination. But why pick on South Africa exclusively? As I've noted, there are plenty of other equally deserving targets. To pick on South Africa alone is in itself a form of discrimination.

That's why I think we ought to go after everybody else. I'm pretty sure the Berkeley bunch wouldn't want it any other way. Certainly they, of all people, wouldn't want to appear discriminatory. So now if you're a public librarian and you've got a social conscience and you care about everybody in the world not being discriminated against you can't buy books from companies that do business in countries that discriminate. So before you go home tonight you'd better find out if your book jobber has ties to Russia, Japan, India, the entire Moslem world, and Northern Ireland. And if you find out that your book jobber is doing business in those countries you'd better cut that contract faster than you can say, "Desmond Tutu."

That's what I like about the Berkeley boycott. It made me think about countries that violate basic principles of human rights like freedom of speech and press because even if you are a white person you do not have those rights in South Africa. As a librarian and an advocate of intellectual freedom I think that is deplorable. So before you go home tonight you'd better find out whether or not your book jobber does business in China, North Korea, Yugoslavia, Nicaragua, East Germany, South Yemen, Cuba, Vietnam, Angola, or Bulgaria. These are all Communist countries that violate the fundamental principles of human rights as put forth at the Helsinki Conference. If you find out that your book jobber is doing business in those countries you'd better drop

him faster than you can say, "Ho Chi Minh."

For those of you out there in libraryland who are under the ludicrous illusion that censorship is removing *Show Me* from the children's shelves of the public library, let me suggest that you start reading *Pravda* with your morning tea. Now that it comes out in a convenient English edition you will be able to appreciate firsthand the best example of censorship in the world today. In fact I think that every wide-eyed intellectual freedom extremist in our profession who has a bird over public and school libraries exercising common sense in exorcising trash like *Show Me* ought to peruse some copies of *Pravda* at the time that the mushroom clouds were gathering in the skies over the nuclear theme park at Chernobyl. If you want to see some censorship that will make you roll over on your reference desk, I recommend it. So we obviously can't truck with book jobbers who do business with Communist countries. And we can't truck with book jobbers who do business with other companies that do business with Communist countries.

Personally that's what I like about the Berkeley ban of Baker & Taylor. It made me think. After thinking about Communist dictatorships that run roughshod over human rights I began to think about right wing dictatorships that run roughshod over human rights. Those countries are not so hard to find. A lot of them are in our Latin American backyard. If your book jobber is doing business with these Hispanic Hitlers you'd better cut your contract faster than you can say, "Somoza, Bolivia, Papa Doc, Argentina, and Chile."

Who can we do business with? What countries are relatively pure? What countries are not tainted with some awful "ism"? Switzerland, of course, comes to mind—pure white, virgin, neutral Switzerland. But wait a minute. Where did the Reaganauts stash their covert profits from the Iran arms sales? They stashed them in Swiss banks. Scratch Switzerland.

Do me a favor. If you can think of any countries that we should do business with send a letter to the Berkeley Public Library. Put those people out of their moral misery. ☐

AGENDA.....May 11, 1987

1. Introduction of LaDonna Weber, Wheatfield Branch Librarian
2. Intellectual Freedom VHS presentation
3. Executive session
 - 3.1 Director's evaluation
4. Minutes
5. Bills/Financial Reports
6. Director's report
 - 6.1 Circulation
 - 6.2 Salary ranges
 - 6.3 Newsletter
 - 6.4 Continuing Education Committee
 - 6.5 Auditor's visit
7. Wheatfield Business
8. DeMotte Business
9. Rensselaer Business

MINUTES.....April 13, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on April 13, 1987 at 7:15 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Wanda Stewart, secretary, Bob Souza, Frank Wright trustees, and Cathy Salyers, library director.

MINUTES: On a motion by Bob Souza, seconded by Wanda Stewart, the minutes of the March 9, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Frank Wright, seconded by Wanda Stewart, the bills and financial statements were unanimously approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for March 1987 was at an all time high. Each library circulated over 5,000 items for the month.

There was a discussion of proposed salary ranges. It was suggested that such ranges should vary only 10% either direction from the midpoint of the range. Further action on the matter was tabled until next meeting.

Bond was approved by consensus for Chery Witty, administrative assistant, and signed by Wanda Stewart, secretary.

President Lawyer appointed Will Doty and Barbara Leestma to the 1988 Budget Committee.

WHEATFIELD BUSINESS: Mrs. Salyers reported that Mary Duggleby was hired as Reference Assistant for the Wheatfield Library. She began her duties on Monday, April 13.

ADJOURNMENT: On a motion by Wanda Stewart, seconded by Bob Souza, the meeting adjourned at 8:00 pm.

OPERATING FUND

BILLS TO BE ALLOWED

MAY 11, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	367.33
NIPSCO	3.51	DeMotte	278.86
NIPSCO	3.51	Wheatfield	479.97
Northwestern Ind. Tele. Co.	3.21	DeMotte	103.75
United Telephone Co.	3.21	Rensselaer	194.60
United Telephone Co.	3.21	Wheatfield	75.58
		TOTAL [A]	1,500.09

Other Claims:

A A Builders, Inc.	3.61	Repairs & Main.-D	475.00
Ace Hardware	2.31	Janitorial Sup.-D	33.95
Arnold, Chuck	3.61	Wash Windows-D	75.00
Baker & Taylor	4.51	Books	145.18
Baker & Taylor	GIFT	FUND-DeMotte-\$14.65	2,255.59
	4.51	Books-\$2,240.94	
Becker, Bobby	3.96	Mowing-D	15.00
Becker, Margaret	3.23	Mileage	111.60
Better Homes and Gardens Books	4.51	Books	16.43
Bierma Hardware, Inc.	2.31	Janitorial Sup.-W	2.55
Bray, Julie	3.23	Mileage	17.60
Brodant Co.	2.41	Sysdac Tape	229.25
Brown's Westside Garden Shop	2.41	Summer Reading-R	7.18
Catalog Card Corp. of America	4.51	Catalog Cards	248.77
Congressional Quarterly Inc.	4.52	Edit.Research Rpts.-R	275.00
Crestwood House	4.51	Books	41.07
DEMCO	4.51	Process. Sup.-\$238.33	428.35
	2.41	Library Sup.-\$42.19	
	4.40	Safety Mirror-D-\$52.82	
	4.40	Card Files-R-\$95.01	
DeMotte Office Supply	2.42	Copier Paper	141.90
DeYoung Plumbing & Heating	3.61	Repair Leak-R	29.10
Fagen, Charlotte	3.23	Mileage	15.20
Fagen Pharmacy	2.41	Polaroid Film	17.99
The H. W. Wilson Company	4.52	Books Periodicals-R-\$185.00	295.00
Harvey's	2.41	Const.&Contact Paper	13.23
Heritage Office Products Inc.	2.13	Office Supplies-\$57.66	62.79
	2.41	Summer Read.-W,R-\$5.13	
Howard, Philip	3.96	Mowing-W	15.00
Ingram	4.53	VHS	150.99
Listening Library Inc.	4.53	Recordings	52.95
Main Line Book Company	4.51	Books	63.89
National Geographic Society	4.51	Books	10.01
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Padgitt, Kathleen	2.41	Sum.Read.Posters-D,W,R	70.00
Postmaster General	3.22	Postage	194.00
Quill Corporation	2.13	Office Sup.-\$42.28	58.96
	4.40	Index Card Gds.-\$16.68	
R.R. Bowker Company	3.31	Ad in Library Journal	55.90
R W Pool Co. Inc.	2.31	Janitorial Sup.-D	36.83

Reading Resources, Inc.	4.51	Books	370.79
Rensselaer Republican	3.31	Advertising	10.40
Rose Records	4.53	Recordings	40.41
Salyers, Catherine A.	3.23	Mileage-\$20.20	45.20
	4.53	VHS-\$25.00	
Salyers, Catherine A.	PETTY	CASH-Rensselaer	23.26
	3.22	Postage	
Salyers, Catherine A.	PETTY	CASH-Wheatfield	24.48
	3.22	Postage-\$9.30	
	2.31	Janitorial Sup.-\$15.18	
Silver Burdett Press	4.51	Books	18.30
Walgreens	2.41	Construction Paper-CR	5.97
Wallmann's	2.31	Jan. Sup.-R	12.84
		TOTAL [B]	6,224.41
		TOTAL [A] + [B]	7,724.50

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

April 19 87

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 88 req. for D & W 46	DeM filled 2 req. for R 40	Wh filled 30 req. for D & R 7
b. Received	35	28	2
c. Outstanding	11	12	5
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	NR 2 Co 3 ² R 51	68	56
b. Total Registered	9,945		
3. REFERENCE QUESTIONS			
a. Telephone	259	260	199
b. In Person	397	434	274
4. LOCAL HISTORY-GENEALOGY			
a. In person	5		
b. Microfilms Used	2		
c. Research by Mail	0		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING April 30, 1987

	<u>1986</u>	<u>1987</u>
Monthly Circulation	<u>16,253</u>	<u>16,036</u>
Daily Average	<u>624</u>	<u>616</u>
January to Date	<u>62,096</u>	<u>67,816</u>
Total Circulation	<u>46,983</u>	<u>49,286</u>

Rensselaer	<u>260</u> /day
DeMotte	<u>199</u> /day
Wheatfield	<u>157</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	44		35	916	29		298	719	35		1	509
Non-Fiction	76		133	1,383	34		2	1,033	47			476
Paperbacks			51	669				502				698
CHILDREN'S BOOKS:												
Fiction	18		35	1,430	2		4	1,325	3			230
Non-Fiction	20		2	538	5			362	10			978
FILMSTRIPS				10								
MAGAZINES:												
Adult				669				538				285
Children				14								
MAPS, PICTURES, PHOTOS, PRINTS				19				8				52
MICROFILM				1								
PAMPHLETS	57		104	428				159				3
SOUND RECORDINGS			19	208				54			1	81
CED's				25				4				27
VHS's	9		1	462	13		1	469	13			752
TOTAL	224		380	6,772	83		305	5,173	108		2	4,091
Percent of Increase (+) or Decrease (-)				-4%				-8%				+15%

JUNE

AGENDA.....June 8, 1987

1. Minutes
2. Bills/Financial Reports
3. Director's report
 - 3.1 Milroy Documents Restoration Project
 - 3.11 Mary Martin's presentation
 - 3.12 Contracts
 - 3.2 Circulation
 - 3.3 Fee for library cards
 - 3.4 Budget
 - 3.41 Salary ranges
 - 3.42 Certified shares
 - 3.5 Director's evaluation
 - 3.6 Auditor's exit interview
4. Wheatfield Business
 - 4.1 Norma Mehay-leave of absence
 - 4.2 Diane Wiers-temporary replacement
5. DeMotte Business
 - 5.1 Church library presentation-Lynn Daugherty
6. Rensselaer Business
 - 6.1 Redbud tree
 - 6.2 Janitor

MINUTES.....^{May 11}~~April 13~~, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on May 11, 1987 at 7:00 pm at the Wheatfield Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Bob Souza, trustee, Cathy Salyers, library director, and La Donna Weber, Wheatfield Branch Librarian.

INTRODUCTION OF NEW LIBRARIAN: Mrs. Salyers introduced La Donna Weber as the new Wheatfield Branch Librarian to the Library Board. Ms. Weber began her duties on May 1, 1987. Her salary for 1987 will be based on \$15,000 per year.

There was a videotape presentation on Intellectual Freedom.

EXECUTIVE SESSION: This session convened at 7:45 pm. There was a discussion of the library director's evaluation. The session adjourned at 8:25 pm. It was noted that suggested corrections were on the director's written evaluation. The final evaluation will be presented at the next meeting.

MINUTES: On a motion by Bob Souza, seconded by Will Doty, the minutes of the April 13, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Will Doty, seconded by Barbara Leestma, the board voted to retroactively approve three payroll vouchers for May 15-31; June 1-15; and Nov. 16-30, 1986. On a motion by Barbara Leestma, seconded by Bob Souza, the bills and construction fund financial statement were unanimously approved as presented. It was noted that the regular financial statement had not been completed and would be presented at the June meeting.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for April was down slightly for Rensselaer and DeMotte but showed a substantial increase at Wheatfield.

There was a discussion of proposed salary ranges. It was decided by consensus that the Budget committee would present a final draft of salary ranges at the next meeting.

Mrs. Salyers presented a draft of a newsletter concerning library services and materials that will be distributed to the public during May 1987. Mrs. Salyers further noted that there will be four issues of the newsletter entitled OPUS each year.

Mrs. Salyers stated that she is currently serving on the Continuing Education Committee for NIALSA. This committee will provide nationally recognized programs on library issues and concerns.

Mrs. Salyers further reported that the library's ledgers and records were being audited. She noted that the auditor's had discovered some errors in the prescribed manner in which they thought the ledgers should be kept. A final interview with the auditor's will take place Tuesday, May 12 at 9:00 am in Rensselaer. Letters of invitation to this interview were given to Miriam Lawyer and Barbara Leestma.

WHEATFIELD BUSINESS: On a motion by Bob Souza, seconded by Barbara Leestma, the board voted to return the balance of monies given to the library to purchase video equipment by the Friends of the Wheatfield Library. Will Doty abstained from voting.

ADJOURNMENT: The meeting adjourned by consensus at 9:00 pm.

OPERATING FUND

BILLS TO BE ALLOWED

JUNE 8, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	256.83
NIPSCO	3.51	DeMotte	217.70
NIPSCO	3.51	Wheatfield	375.38
Northwestern Ind. Tele. Co.	3.21	DeMotte	121.46
United Telephone Co.	3.21	Rensselaer	214.79
United Telephone Co.	3.21	Wheatfield	79.84
TOTAL [A]			1,266.00

Other Claims:

Baker & Taylor	4.51	Books-\$1,926.96	1,941.26
		GIFT FUND-DeMotte-\$14.30	
Becker, Margaret	3.23	Mileage-\$99.20	174.20
	3.96	Yard Main.-D-\$75.00	
Better Books Company	4.53	Recordings	29.93
Bray, Julie	3.23	Mileage	8.80
Brown's Westside Garden Shop	2.41	Summer Reading-R	7.18
Cheerful Earfuls	4.53	Recordings	83.00
Childrens Press	4.51	Books	52.32
Dugan's Office Supply	2.13	Office Supplies-\$9.33	19.10
	4.40	Printwheel-D-\$9.77	
EBSCO	4.52	Magazines-R-\$1,314.10	4,436.40
	4.52	Magazines-W-\$1,373.35	
	4.52	Magazines-D-\$1,518.08	
		GIFT FUND-DeMotte-\$230.87	
Fagen, Charlotte	3.23	Mileage	3.20
Fase's	2.21	Janitorial Supplies-R	12.00
H.W. Wilson Company	4.51	Books	36.73
Heritage Office Products	2.13	Office Supplies-\$28.33	610.01
	2.42	Transparencies-R-\$39.15	
	3.62	Repair Type.-R-\$20.00	
	4.40	Binder-Office-\$3.33	
	4.40	Typewriter-CR-\$519.20	
Howard, Philip	3.96	Mowing-W	60.00
Ingram	4.53	VHS	827.89
Jones, Dawn	3.24	ILA District I Mtg.	8.00
Main Line Book Company	4.51	Books	22.30
Martin, Mary K.	3.23	Mileage-\$17.60	25.78
	3.22	Postage-\$8.18	
Mathis Pump Repair	3.61	Service Call-D	18.00
Monroe Systems for Business	2.42	Copy Paper	241.44
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Post-Tribune	4.52	Newspaper Subscription-D	114.40
Postmaster General	3.22	Postage	86.00
Quill Corporation	2.13	Office Supplies-\$162.47	261.69
	4.40	Equipment-R-\$38.34	
	4.40	Calculator-W-\$60.88	

R.R. Bowker	4.51	Books	129.62
Rose Records	4.53	Recordings	193.59
Salyers, Catherine A.	3.23	Mileage	74.00
Salyers, Catherine A.		PETTY CASH-DeMotte	20.19
	3.22	Postage-\$14.32	
	2.21	Gas-\$2.90	
	4.40	Padlock-\$2.97	
Salyers, Catherine A.		PETTY CASH-Rensselaer	33.02
	3.22	Postage-\$33.02	
Schultz Bros. Co.	4.40	Album-\$10.30	35.69
	2.41	Library Supplies-\$18.62	
	2.21	Janitorial Sup.-W-\$6.77	
Silver Burdett Press	4.51	Books	17.30
Smith's True Value Farm Store	2.21	Janitorial Sup.-W-\$8.38	12.87
	2.21	Janitorial Sup.-D-\$4.49	
Tachtiris, Jill	3.23	Mileage	10.00
Tiny's Super Market	2.21	Janitorial Sup.-D	113.33
Wallmann's	2.21	Janitorial Sup.-R	3.42
Wallmann's	2.21	Janitorial Sup.-R	59.70
Watt, Cory	3.96	Mowing-R	30.00
Weber, La Donna	3.23	Mileage	60.82
Witty, Cheryl	3.23	Mileage	17.20
Zoo Books	4.52	Magazine Sub.-W	14.00
		TOTAL [B]	9,915.88
		TOTAL [A] + [B]	11,181.88

CONSTRUCTION FUND

BILLS TO BE ALLOWED	JUNE 8, 1987
Robbins Associates	627.00
TOTAL	627.00

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds =		2	3	4
		April	1987	
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana				
Operating Fund Balance			4031799	
Rensselaer Gift Fund Balance			52947	
DeMotte Gift Fund Balance			124191	
Wheatfield Gift Fund Balance			107158	
Bond No. # 1 - DeMotte - Balance				
Bond No. # 2 - Wheatfield - Balance			1530027	
LIRF Account Balance			760926	
Reserve for Insurance Collected				
Total of All Accounts - in Northwest National Bank				
Super Now Checking Account			6607048	
Construction Fund Checking Account @ Northwest National Bank				
Account No. #21-1702-5			323924	
Investments - Northwest National Bank of Rensselaer				
Construction Fund Hi Fi Account # 70-0347-8			953507	
Bond Investment Hi Fi Account #70-0195-1				
Operating Hi Fi Account # 70-193-6				
Operating Money		637036		
Bond No. #1 - DeMotte		169421		
Bond No. #2 - Wheatfield		6739242		
			7545699	
Operating Certificate of Deposit				
LIRF Investment				
Bond Certificate of Deposit				
Bond Investment				
Total Investments				
Total of All Funds Ending April			8499206	
1987			15430178	

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of April 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2000 ⁰⁰	8000 ⁰⁰	16000 ⁰⁰	1
Salary - Assistants	173,635.00	14290 ¹⁸	56967 ⁴⁷	116667 ⁵³	2
Salary - Janitors	7,665.00	29130	157248	609252	3
Employees Benefits	20,050.00	125719	551009	1453991	4
Other Personal Services	1,000.00	—	—	100000	5
Office Supplies	4,500.00	19449	84838	365162	6
Operating Supplies	3,950.00	9231	38977	356023	7
Repair & Maint. Supplies	700.00	2425	92924	17076	8
Other Supplies	6,000.00	101023	203760	396240	9
Professional Services	1,501.00	—	—	150100	10
Communication & Transportation	15,500.00	97902	347895	1202105	11
Printing & Advertising	600.00	2220	5840	54160	12
Insurance	7,350.00	554630	594630	140370	13
Utility Services	20,600.00	118683	555425	1504575	14
Repairs & Maint-Bldg's & Equip	14,600.00	9000	73228	1386772	15
Rentals	400.00	1300	2200	37800	16
Other-dues,int. loans,tax	901.00	1500	3000	87100	17
Transfer to Lib. Improv. Res.	15,000.00	—	—	1500000	18
Maintenance Contracts	3,750.00	1150	124750	250250	19
Land and Buildings-Capital	2.00	—	—	200	20
Furniture & Equipment	10,000.00	117469	165026	834974	21
Books	62,000.00	378692	1253046	4946954	22
Periodicals and Newspapers	7,000.00	5400	241129	458871	23
Non-print Materials	10,000.00	—	21532	978468	24
					25
	410,704.00	3203941	10973304	30097196	26
					27
					28
					29
					30
					31
Beginning Balance	184,438.39				32
Plus Deposits	2301.21				33
Minus Checks	32437.82				34
Ending Balance	154,301.78				35
					36
					37
					38
					39
					40

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds - ¹ <u>MAY</u> ³ 1988 ⁴			
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana			1
Operating Fund Balance		11863294	2
Rensselaer Gift Fund Balance		52947	3
DeMotte Gift Fund Balance		144726	4
Wheatfield Gift Fund Balance		107158	5
Bond No. # 1 - DeMotte - Balance			6
Bond No. # 2 - Wheatfield - Balance		1530027	7
LIRF Account Balance		760926	8
Reserve for Insurance Collected			9
			10
Total of All Accounts - in Northwest National Bank			11
Super Now Checking Account		14439078	12
			13
Construction Fund Checking Account @ Northwest National Bank			14
Account No. #21-1702-6		323924	15
			16
Investments - Northwest National Bank of Rensselaer			17
Construction Fund Hi Fi Account # 70-0347-8		953507	18
Bond Investment Hi Fi Account #70-0195-1			19
Operating Hi Fi Account # 70-193-6			20
Operating Money	637036		21
Bond No. #1 - DeMotte	169421		22
Bond No. #2 - Wheatfield	6739242		23
		7545699	24
Operating Certificate of Deposit			25
LIRF Investment			26
Bond Certificate of Deposit			27
Bond Investment			28
			29
Total Investments		8499206	30
			31
Total of All Funds Ending <u>MAY</u> 1988		13262208	32
			33
			34
			35
			36
			37
			38
			39

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of MAY 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2000 00	10000000	14000000	1
Salary - Assistants	173,635.00	1558268	7255015	10108485	2
Salary - Janitors	7,665.00	17000	174248	592252	3
Employees Benefits	20,050.00	126928	677937	1327063	4
Other Personal Services	1,000.00			100000	5
Office Supplies	4,500.00	9994	94832	355168	6
Operating Supplies	3,950.00	255	39232	355768	7
Repair & Maint. Supplies	700.00	8596	61520	8480	8
Other Supplies	6,000.00	54568	258328	341672	9
Professional Services	1,501.00			150100	10
Communication & Transportation	15,500.00	76509	424404	1125596	11
Printing & Advertising	600.00	6630	12470	47530	12
Insurance	7,350.00		594630	140370	13
Utility Services	20,600.00	112616	668041	1391959	14
Repairs & Maint-Bldg's & Equip	14,600.00	57910	131138	1328862	15
Rentals	400.00		2200	37800	16
Other-dues,int. loans,tax	901.00		3000	87100	17
Transfer to Lib. Improv. Res.	15,000.00			1500000	18
Maintenance Contracts	3,750.00	4150	128900	246100	19
Land and Buildings-Capital	2.00			200	20
Furniture & Equipment	10,000.00	16451	181477	818523	21
Books	62,000.00	339371	1592417	4607583	22
Periodicals and Newspapers	7,000.00	57000	298129	401871	23
Non-print Materials	10,000.00	26935	48467	951533	24
					25
	410,704.00	2673181	13646385	27424015	26
					27
					28
					29
					30
					31
Beginning Balance	15430178				32
Plus Deposits	10506676				33
Minus Checks	2674646				34
Ending Balance	23261208				35
					36
					37
					38
					39
					40

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra	\$364,909.00	\$0.00	\$349,847.91	
Retainage			18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture				
Equipment	76,450.00	\$0.00	\$72,542.40	\$3,907.60
Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	0.00	513,684.21	\$5,187.34
BOND	\$500,000.00			
INTEREST	\$26,458.52			
CHECKS	\$513,684.21			
BALANCE LAST MONTH	\$12,774.31			
INTEREST	\$55.74			
CHECKS	\$0.00			
BALANCE	\$12,830.05			

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

May 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 106 req. for R & W 22	DeM filled 10 req. for Rens. 38	Wh. filled 22 req. for Rens. 4
b. Received	16	28	3
c. Outstanding	6	10	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	37 R' 32 Co	48	44
b. Total Registered	9,969		
3. REFERENCE QUESTIONS			
a. Telephone	170	147	157
b. In Person	256	217	249
4. LOCAL HISTORY-GENEALOGY			
a. In person	10		
b. Microfilms Used	3		
c. Research by Mail	6		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING May 31, 1987

	<u>1986</u>	<u>1987</u>
Monthly Circulation	<u>13,418</u>	<u>12,871</u>
Daily Average	<u>537</u>	<u>536</u>
January to Date	<u>75,514</u>	<u>79,887</u>
Total Circulation	<u>60,401</u>	<u>62,157</u> ^{+3%}

Rensselaer	<u>232</u>	/day
DeMotte	<u>164</u>	/day
Wheatfield	<u>140</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	36		5	796	28		157	626	20			423
Non-Fiction	24		20	907	23		154	713	17			431
Paperbacks				366				495				553
CHILDREN'S BOOKS:												
Fiction	12			1,842	48		72	876	8			742
Non-Fiction	49			514	33		36	270	19			178
FILMSTRIPS												
MAGAZINES:												
Adult				366				399				254
Children				23								
MAPS, PICTURES, PHOTOS, PRINTS				9				5				46
MICROFILM												
PAMPHLETS	116		80	231				64				20
SOUND RECORDINGS				145			10	46				22
CED's				9				20				10
VHS's	2			357				433	1			680
TOTAL	239		105	5,565	132		429	3,947	65			3,359
Percent of Increase (+) or Decrease (-)				-5%				-19%				+25%

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

Notice is hereby given the taxpayers of Jasper County Public Library, Jasper County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 7 o'clock P. M., on the 13 day of July, 1987, will consider the following additional appropriation in excess of budget for the current year.

Jasper County Public Library Construction Fund

Books.....\$3,000

The appropriations are made from the unappropriated Jasper County Public Library Construction Fund balance in accordance with IC 20-14-3-9.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Jasper County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any such additional appropriations may be heard, interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Signed

Miriam Lawyer

Miriam Lawyer
President, Library Board

JULY

AGENDA.....JULY 13, 1987

1. Additional Appropriation Public Hearing
2. Minutes
3. Bills/Financial Statements
 - 3.1 Bills to be allowed
 - 3.2 Payroll
 - 3.3 Financial Statements
 - 3.4 Investments
4. Director's Report
 - 4.1 Circulation
 - 4.2 Lowell Public Library
 - 4.3 Grant Meeting & Status Report
5. Rensselaer Business
 - 5.1 Michelle Marsh's resignation
 - 5.2 Staff reorganization
6. DeMotte Business
7. Wheatfield Business

MINUTES.....June 8, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on June 8, 1987 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Wanda Stewart, secretary, Mary Linda Casey, Frank Wright, trustees, Cathy Salyers, library director, and Mary K. Martin, Rensselaer Headquarters Librarian.

By consensus the board decided to change the arrangement of the agenda having a presentation of the Milroy Documents Restoration project first, the discussion of the budget second, and the other items taken in order.

GRANT PROJECT: Mary K. Martin discussed the recent acquisition of a \$2500 matching grant from the Indiana Heritage Grants Committee. Ms. Martin explained that the project will be to restore and preserve the documents of General Robert H. Milroy donated to the library over 40 years ago by his son. She stated that there would be 4 public programs regarding the project and the response that we have had thus far including a pending donation by Emmett Eager of photographs of the erection of the Milroy Monument, a commitment of the restoration of Milroy's wooden box by William Holt, and a donation of time and money by Steve Pierson, a Milroy historian. She further noted that we were the only public library to receive a grant and were one of 39 grants given for 1987-88. Mrs. Salyers explained that she had contacted the State Board of Accounts regarding the bookkeeping aspect of the grant and determined from the manual and Mr. Campbell that the monies would be placed in a separate fund on the ledgers, but the actual monies would remain in the regular checking account. The monies can be spent without benefit of appropriation just as the gift fund monies are.

BUDGET: Will Doty, budget committee chairperson, and Barbara Leestma presented two budgets for consideration of the board. Mrs. Salyers explained that we are now receiving approximately \$100,000 more than originally budgeted for 1987. These monies will be carried in the operation balance for 1988. The first budget was for total of \$528,190 thus accounting for this increase in income and a second budget for \$426,420 as a plan in case monies are cut for 1988. The first budget will give \$500 merit increases, \$1000 salary adjustments for all professional librarians, and an increase of 10 hours per week for the Rensselaer janitor and the second only \$300 merit increases, 10 hours for Rensselaer janitor and no salary adjustments. Next was a presentation of salary ranges.

EXECUTIVE SESSION: At 8:00 pm the board went into executive session to discuss the director's evaluation and salary. Exective session adjourned at 8:05 pm.

BUDGET: On a motion by Will Doty, seconded by Frank Wright, the board voted unanimously to accept the budgets for publication and planning with the notation to check the FICA figures, the salary ranges as presented, and set the salary of the director at \$27,000 for 1988.

On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted unanimously to accept the evaluation of the director as presented.

MINUTES: On a motion by Wanda Stewart, seconded by Frank Wright, the minutes of the May 11, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Frank Wright, seconded by Wanda Stewart, the bills, financial statements for April and May, and construction fund financial statement were unanimously approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for May was down slightly for Rensselaer and DeMotte but showed a substantial increase at Wheatfield.

On a motion by Frank Wright, seconded by Will Doty, the board voted unanimously to no longer charge for library cards except for a \$.50 fee for lost card replacement and a \$10.00 fee for out of county cards.

Mrs. Salyers presented a report from the auditor. She reported that the bookkeeper was aware of the problems with improper use of the ledger books and is currently correcting the problem. There was a discussion of other problems involving deposits, claim forms, LIRF, and bank fees. Mrs. Salyers reported that all criticisms have been noted and have been or are being corrected.

Mrs. Salyers noted that because of a new law regarding the spending of construction fund interest monies on books the library should request an additional appropriation for the \$3000 of unappropriated monies remaining in the construction fund. A notice of a hearing will be place in the newspapers prior to the next meeting.

WHEATFIELD BUSINESS: Mrs. Salyers noted that she had accepted a request by Norma Mehay for an extended leave of absence due to illness. She further stated that Diane Wiers was given thirty extra hours per week at a rate of pay of \$3.75 per hour as a temporary replacement for Mrs. Mehay.

Mrs. Salyers reported that she discussed the problem concerning the refunding of the Friends money for the VCR and monitor. Mr. Campbell suggested that we not write a check but permit the Friends to direct the spending of monies for legitimate library expenses up to the amount of the VHS and monitor.

She further reported that the lawn at Wheatfield had be aerated, treated for grubs, and fertilized.

DEMOTTE BUSINESS Mrs. Salyers reported that Lynn Daugherty gave an informative and very successful presentation on establishing and maintaining church libraries to 12 church librarians on May 16. She stated that Barbara Leestma attended the meeting and was impressed with Lynn's knowledge and preparation.

RENSSELAER BUSINESS Mrs. Salyers and Mrs. Lawyer reported that Mary K. Martin gave an interesting and informative presentation of filing rules at the recent District I meeting. The session given by Ms. Martin was attended by 75 librarians and clerks from the northwest Indiana area.

Mrs. Salyers presented a bid for the removal of the Redbud tree at the south side of the Rensselaer building. The board agreed by consensus to accept the bid with the provision that Mrs. Salyers determine exactly what Mr. Foltz will do for the \$400 bid and what will be extra expenses.

Mrs. Salyers stated that Dan Witty had been hired as a temporary janitor until a suitable replacement can be found.

ADJOURNMENT: On a motion by Will Doty, seconded by Frank Wright, the meeting adjourned at 8:47 pm.

OPERATING FUND

BILLS TO BE ALLOWED

JULY 13, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	365.68
NIPSCO	3.51	DeMotte	355.45
NIPSCO	3.51	Wheatfield	420.45
Northwestern Ind. Tele. Co.	3.21	DeMotte	118.82
United Telephone Co.	3.21	Rensselaer	363.51
United Telephone Co.	3.21	Wheatfield	75.92
		TOTAL [A]	1,699.83

Other Claims:

A A Builders	3.61	Repairs-D	150.00
A. E. Boyce Co., Inc.	2.11	Official Records	75.24
Ace Hardware	2.21	Janitorial Sup.-D	4.95
American Library Association	2.41	Library Supplies	27.00
Apollo Engineering, Inc.	2.21	Lights-R	203.08
Associated Libraries, Inc.	4.51	Books	2,184.26
Baker & Taylor	4.51	Books	204.27
Baker & Taylor	GIFT	FUND-Rensselaer-\$15.18	2,296.11
	4.51	Books-\$2,005.93	
	3.72	BataPhone-\$275.00	
Balloon Fantasy and Gifts	2.41	Summer Reading-W	10.50
Becker, Margaret	3.23	Mileage-\$111.60	181.60
	3.96	Mowing-D-\$70.00	
Brigham Young University	3.72	Security VHS Preview	25.00
Brodart Co.	2.41	Sysdac Tape-\$231.39	259.11
	2.33	Sysdac Rep.Pts.-\$27.72	
Campbell Printing Co.	4.40	Rubber Stamp-CR	3.15
CIALSA	3.24	Professional Mtg.	36.00
Coast to Coast	4.40	Shop Vac-D	47.88
Consolidated Insurance Agency	3.41	Bond-Salyers	80.00
Daugherty, Lynn	3.23	Mileage-\$9.20	43.43
	2.21	Insect Spray-D-\$25.96	
	2.13	Office Supply-D-\$2.00	
	GIFT	FUND-DeMotte-\$6.27	
Davidson Titles, Inc.	4.51	Books	160.38
DEMCO	4.51	Process.Sup.-\$324.96	446.95
	2.41	Library Sup.-\$116.01	
	GIFT	FUND-Wheatfield-\$5.98	
DeMotte Office Supply	2.13	Office Supplies-D	5.04
DeYoung Plumbing & Heating	3.61	Repair-R	43.55
DJ's Service	3.96	Tree Trimming-D	58.50
Fase's	2.21	Sweeper Bags-D	17.00
Forest Press	4.51	Books	12.00
Gale Research Company	4.51	Books	45.55
Great Western Supply Co.	2.13	Office Supplies	61.45
Harvey's	2.41	Library Supplies-D	2.54
Heritage Office Products Inc.	2.13	Office Sup.-\$18.27	581.58
	2.41	Summer Read.-W,R-\$5.13	
	2.42	Copier Paper-\$65.02	
	4.40	Equipment-\$15.66	

	3.62	Equip.Repair-\$106.50	
	3.95	Ser.Contract-\$371.00	
Hook's	4.52	Newspapers-D	28.35
Howard, Philip	3.96	Mowing-W	30.00
Ingram	4.53	VHS	18.04
Jasper Co. Farm Bureau Co-op	2.21	Janitorial Supplies-R	33.88
Journal Courier	4.52	Newspaper-R	91.00
Kankakee Valley Post-News	3.31	Publication of Notice	9.39
Kaminski, David	3.61	Repairs-D	570.00
Main Line Book Company	4.51	Books	489.35
Marsh, Michelle	3.23	Mileage	31.20
Martin, Mary K.	3.23	Mileage	8.80
Moolenaar & Hughes	3.96	Lawn Maintenance-W	137.00
National Geographic Society	4.51	Books	10.35
NIALSA	4.51	Books	46.25
Ojserkis	2.21	Janitorial Supplies	432.15
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Post-Tribune	4.52	Newspaper-W	114.40
Postmaster General	3.22	Postage	194.00
Quill Corporation	2.13	Office Supplies-\$9.22	39.06
	4.40	Binders-W-\$14.47	
	4.40	Clock-D-\$15.37	
Rensselaer Republican	3.31	Pub. of Notice-\$9.39	47.39
	4.52	Newspaper-W-\$38.00	
Salyers, Catherine A.	3.23	Mileage-\$69.20	134.20
	3.62	Computer Repair-\$65.00	
Salyers, Catherine A.	PETTY	CASH-DeMotte	16.22
	2.21	Jan. Sup.-D-\$2.09	
	2.41	Library Sup.-D-\$7.95	
	3.22	Postage-\$2.22	
	GIFT	FUND-DeMotte-\$3.96	
Silver Burdett Press	4.51	Books	35.60
Smith's True Value Farm Store	4.40	Shop Vac-R-\$80.99	94.77
	2.21	Pest Control-\$13.78	
Tachtiris, Jill	3.23	Mileage	46.40
Thompson Electronics	3.62	Repair TV-R	95.37
Wallmann's	2.21	Jan. Sup.-R	34.26
Weber, LaDonna	3.23	Mileage	15.28
Witty, Cheryl	3.23	Mileage	10.40
		TOTAL [B]	9,940.73
		TOTAL [A] + [B]	11,640.56

CONSTRUCTION FUND

BILLS TO BE ALLOWED	JULY 13, 1987
Robbins Associates	5,759.00
TOTAL	5,759.00

BOND & INTEREST REDEMPTION FUND #1

BILLS TO BE ALLOWED	JULY 13, 1987
DeMotte State Bank	1,278.75
DeMotte State Bank	25.00
TOTAL	1,303.75

BOND & INTEREST REDEMPTION FUND #2

BILLS TO BE ALLOWED	JULY 13, 1987
American Fletcher National Bank	15,956.25
TOTAL	15,956.25

Month of June, 1987

	Beginning	Spent	Spent	Ending
	Appropriation	this Month	to Date	Appropriation
Salary - Librarian - Director	24,000.00	2000 ⁰⁰	12000 ⁰⁰	12000 ⁰⁰
Salary - Assistants	173,635.00	1574759	8829774	8533726
Salary - Janitors	7,665.00	36707	210955	555545
Employees Benefits	20,050.00	129525	107462	1197538
Other Personal Services	1,000.00			100000
Office Supplies	4,500.00	20013	114845	335155
Operating Supplies	3,950.00	45243	84475	310525
Repair & Maint. Supplies	700.00		61520	8480
Other Supplies	6,000.00	6485	264823	335177
Professional Services	1,501.00			150100
Communication & Transportation	15,500.00	90217	514621	1035379
Printing & Advertising	600.00		12470	47530
Insurance	7,350.00		594630	140370
Utility Services	20,600.00	85171	753212	1306788
Repairs & Maint-Bldg's & Equip	14,600.00	3800	134938	1325062
Rentals	400.00		2200	37800
Other-dues, int. loans, tax	901.00	2500	5500	84600
Transfer to Lib. Improv. Res.	15,000.00			1500000
Maintenance Contracts	3,750.00	11650	140550	234450
Land and Buildings-Capital	2.00			200
Furniture & Equipment	10,000.00	64479	245956	754044
Books	62,000.00	221516	1813933	4386067
Periodicals and Newspapers	7,000.00	433393	731522	-31522
Non-print Materials	10,000.00	110448	158915	841085
	410,704.00	3035916	1682301	24388099
Beginning Balance	25940183			
Plus Deposits	28818983			
Minus Checks	19531590			
Ending Balance	35227576			

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

Balance of All Funds - June 1987

Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana

Operating Fund Balance

21631989

Rensselaer Gift Fund Balance

54947

DeMotte Gift Fund Balance

104909

Wheatfield Gift Fund Balance

116158

Bond No. # 1 - DeMotte - Balance

626130

Bond No. # 2 - Wheatfield - Balance

2875020

LIRF Account Balance

760926

Reserve for Insurance Collected

Military Draw

225000

Total of All Accounts - in Northwest National Bank

Super Now Checking Account

263950.79

Construction Fund Checking Account @ Northwest National Bank

Account No. #21-1702-6

162538

Investments - Northwest National Bank of Rensselaer

Construction Fund Hi Fi Account # 70-0347-8

921910

Bond Investment Hi Fi Account #70-0195-1

957768

Operating Hi Fi Account # 70-193-6

Operating Money

637036

Bond No. #1 - DeMotte

169421

Bond No. #2 - Wheatfield

6805734

7612191

Operating Certificate of Deposit

LIRF Investment

Bond Certificate of Deposit

Bond Investment

Total Investments

3569959

Total of All Funds Ending June 1987

35227576

35231718

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hametna Linage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LDM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$627.00	\$73,169.40	\$3,280.60
J. Vlogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	627.00	514,311.21	\$4,560.34

BOND	\$500,000.00
INTEREST	\$26,514.26
CHECKS	\$513,684.21

BALANCE LAST MONTH	\$12,830.05
INTEREST	\$54.56
CHECKS	\$627.00

BALANCE	\$12,257.61
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JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

June 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 35 req. for D & W 25	DeM filled 4 req. for Rens. 29	Whe. filled 14 req. for D & R 2
b. Received	20	23	0
c. Outstanding	5	6	2
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	51 R 53 CO	106	67
b. Total Registered	10,099		
3. REFERENCE QUESTIONS			
a. Telephone	207	163	124
b. In Person	315	275	188
4. LOCAL HISTORY-GENEALOGY			
a. In person	16		
b. Microfilms Used	3		
c. Research by Mail	4		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING June 1987

	<u>1986</u>	<u>1987</u>
Monthly Circulation	<u>16,996</u>	<u>19,289</u>
Daily Average	<u>654</u>	<u>741</u>
January to Date	<u>92,510</u>	<u>99,176</u>
Total Circulation	<u>73,819</u>	<u>81,446</u> +10.3%

Rensselaer	<u>290</u> /day
DeMotte	<u>266</u> /day
Wheatfield	<u>186</u> /day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	56		13	1,291	20		83	834	33		26	631
Non-Fiction	34		549	934	20		55	739	58		13	444
Paperbacks	14		5	342	13			552				544
CHILDREN'S BOOKS:												
Fiction	56		11	2,567	9		20	2,952	5			1,810
Non-Fiction	22		11	881	13			702	12		1	372
FILMSTRIPS				22								
MAGAZINES:												
Adult				423				434				349
Children				27								
MAPS, PICTURES, PHOTOS, PRINTS				26				15				18
MICROFILM												
PAMPHLETS	140		15	363				27	196		320	1
SOUND RECORDINGS	35		10	222	17			98	9			58
CED's			1	25				14				
VHS's				413				549				610
TOTAL	357		615	7,536	92		128	6,916	313		360	4,837
Percent of Increase (+) or Decrease (-)				-1.5%				+0.05%				+98.5%

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5885

De Motte Branch

De Motte, Indiana 46310

Wheatfield Branch

Wheatfield, Indiana 46392

CERTIFICATE

I, the undersigned Wanda Stewart of Jasper County Public Library, Jasper County, Indiana, do hereby certify to the auditor of Jasper County that the attached is a complete transcript of the proceedings had with respect to additional appropriations adopted by the Library Board of Jasper County, Indiana. At a meeting held on July 13, 1987.

Dated this 13 day of July, 1987.



Jasper County Public Library
(Secretary)

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 A. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

D. Mott Branch

D. Mott, Indiana 46310

Wheatfield Branch

Wheatfield, Indiana 46392

ADDITIONAL APPROPRIATION

WHEREAS, it has been determined that unappropriated interest monies are available from the Jasper County Public Library Construction Fund; Now, Therefore: be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart for the purposes herein specified, subject to the laws governing the same (IC 20-14-3-9):

AMOUNT APPROPRIATED

LIBRARY CONSTRUCTION FUND

4. Capital Outlays

Books

\$3,000

Presented to the Jasper Public Library Board, read in full and adopted this 13 day of July, 1987, by the following aye and nay vote.

AYE

NAY

Edmund D. Doty
Barbara Gastner
Minda Stewart
Margaret Linda Carey

ATTEST:

Minda Stewart
Secretary, Library Board

NOTICE

Notice is hereby given the taxpayers of Jasper County Public Library, Jasper County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 7:00 o'clock P.M., on the 13th day of July, 1987, will consider the following additional appropriation in excess of the budget for the current year.

Jasper County Public Library Construction Fund

Books \$3,000

The appropriations are made from the unappropriated Jasper County Public Library Construction Fund balance in accordance with IC 20-14-3-9.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Jasper County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Signed: MIRIAM LAWYER,
President, Library Board
Rj 15.
P-N 18.

Printer's Fee \$ 9.37

PUBLISHER'S AFFIDAVIT

State of Indiana) ss
Jasper County,)

Personally appeared before me, a notary public in and for said county and state, the undersigned Barbara Chesak who, being duly sworn upon (his) (her) oath, says that she is a clerk for the Kankakee Valley Post - News, a weekly newspaper of general circulation printed and published in the English language in the town of DeMotte in state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for one time....,

the dates of publication being as follows:

June 18 19 87 and _____ 19_____
_____ 19____ and _____ 19_____

Subscribed and sworn to before me this 18 day of June, 19 87
Barbara Chesak
Heana Pickney
Notary Public

My commission expires November 4 19 88.

PUBLISHER'S AFFIDAVIT

NOTICE

Notice is hereby given the taxpayers of Jasper County Public Library, Jasper County, Indiana, that the proper legal officers of said municipal corporation at their regular meeting place at 7:00 o'clock P.M., on the 13th day of July, 1987, will consider the following additional appropriation in excess of the budget for the current year.

Jasper County Public Library Construction Fund

Books.....\$3,000
The appropriations are made from the unappropriated Jasper County Public Library Construction Fund balance in accordance with IC 20-14-3-9.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriations as finally made will be referred to the State Board of Tax Commissioners, which Board, upon receipt, will hold a further hearing within fifteen days at the county auditor's office of Jasper County, Indiana, or at such other place as may be designated. At such hearing, taxpayers objecting to any such additional appropriations may be heard. Interested taxpayers may inquire of the county auditor when and where such hearing will be held.

Signed: MIRIAM LAWYER,
President, Library Board
R J 15.

Printer's Fee \$

9.39

State of Indiana)
Jasper County,) ss

Personally appeared before me, a notary public in and for said county and state, the undersigned Barbara Chesak who, being duly sworn upon (his) (her) oath, says that she he is a Clerk for the Rensselaer Republican, a daily newspaper of general circulation printed and published in the English language in the town of Rensselaer in state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for one time _____, the dates of publication being as follows:

June 15 19 87 and _____ 19 _____
_____ 19 _____ and _____ 19 _____

Subscribed and sworn to before me this 15 day of June, 19 87
Barbara Chesak
Notary Public

My commission expires November 4 19 88

AUGUST

MINUTES.....July 13, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on July 13, 1987 at 7:00 pm at the Rensselaer Public Library. Those present were Will Doty, vice-president, Barbara Leestma, treasurer, Wanda Stewart, secretary, Mary Linda Casey, trustee, Cathy Salyers, library director.

ADDITIONAL APPROPRIATION: On a motion by Barbara Leestma, seconded by Wanda Stewart, the board voted unanimously to approve the additional appropriation resolution for the construction fund.

MINUTES: On a motion by Wanda Stewart, seconded by Barbara Leestma, the minutes of the June 8, 1987 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Wanda Stewart, seconded by Barbara Leestma, the bills, financial statements for April and May, and construction fund financial statement were unanimously approved as presented.

The board directed Mrs. Salyers to contact Frank Wright regarding the investment of monies on deposit.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for May was down slightly for Rensselaer, up slightly at DeMotte, and up 98% at Wheatfield, resulting in an increase in the total monthly circulation as compared with 1986. She further stated that she was pleased that the Rensselaer and DeMotte totals remained closed to last year's totals which were substantially higher than 1985.

Following a discussion of a request for the Lowell Public Library to have the Jasper County Public Library enter into a reciprocal borrowing agreement outside the state agreement, the board, on a motion by Mary Linda Casey, seconded by Barbara Leestma, voted unanimously not to have a separate agreement with the Lowell Public Library. This vote was a result of a consensus of opinion that the Library should support the state agreement.

Mrs. Salyers reported that any interest monies earned on the Grant money must be returned to the Indiana Heritage Grant committee at the end of the project. Since the cost of setting up a separate interest bearing account would result the loss of more money, Mrs. Salyers told the grant committee that she would keep track of the interest and return the interest to the committee as required.

On a motion by Mary Linda Casey, seconded by Barbara Leestma, the board voted unanimously to join the American Library Trustee Association.

RENSSELAER BUSINESS Mrs. Salyers reported that Michelle Marsh, Circulation Manager, had resigned effective July 25.

She further reported that she would be increasing the hours of Sharon Schulenberg to 35 hrs/week, Kathleen Padgitt to 30 hrs/week, and Bonnie Powell to 30 hrs/week instead of replacing the circulation manager.

DEMOTTE BUSINESS Mrs. Salyers explained that the DeMotte Library floor plan was being rearranged to allow for better security management, since over the last two years several cookbooks and other items have been stolen from the library. The circulation desk would be moved near the front door and a lock would be placed on the office door.

Will Doty reminded the board that we should be looking for possible sites for a new library in Rensselaer and DeMotte in preparation for a feasibility study to be completed in 1988.

Mary Linda Casey and Will Doty requested that the director bring statistics to the next meeting regarding the use of medical leave time and its cost to the library.

ADJOURNMENT: By consensus, the board adjourned at 8:30 pm.

OPERATING FUND

BILLS TO BE ALLOWED

AUGUST 10, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	509.09
NIPSCO	3.51	DeMotte	410.93
NIPSCO	3.51	Wheatfield	468.92
Northwestern Ind. Tele. Co.	3.21	DeMotte	114.56
United Telephone Co.	3.21	Rensselaer	187.40
United Telephone Co.	3.21	Wheatfield	77.19
TOTAL [A]			1,768.09

Other Claims:

A. E. Boyce Co., Inc.	2.11	Official Records	26.74
Afro-American Press	4.51	Books	109.50
American Library Association	3.91	ALTA Affiliate Memb.	75.00
Austin Book Sales	4.51	Books	172.80
B M Sales & Service	3.62	Fire Extinguishers Check	35.00
Baker & Taylor	4.51	Books	367.12
Baker & Taylor	4.51	Books-\$1,829.28	2,295.73
GIFT FUND-DeMotte-\$407.17			
GIFT FUND-Rensselaer-\$49.42			
GIFT FUND-Wheatfield-\$9.86			
Becker, Margaret	3.23	Mileage	111.60
Bray, Julie	3.23	Mileage	8.80
Bordart Co.	2.41	Sysdac Sup. & Cards	794.55
Campbell Printing Company	2.12	Stationery	240.00
EBSCO	GIFT FUND-Rensselaer		198.00
Fagen, Charlotte	3.23	Mileage	69.20
Floyd Fultz Tree Service	3.96	Tree Removal-R	400.00
Heritage Office Products	2.13	Office Supplies-\$54.60	184.20
	4.40	File Cabinet-D-\$129.60	
Howard, Philip	3.96	Mowing-W	45.00
Ingram	4.53	VHS-\$668.74	723.74
	4.51	Microfiche Ren.-\$55.00	
Lake County Public Library	4.51	Books	9.50
Legal Directories Pub. Co.	4.51	Books	33.87
Listening Library Inc.	4.53	Recording	27.95
Main Line Book Company	4.51	Books	451.71
Mollenaar & Hughes	3.96	Lawn Care-W	34.25
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Perma-Bound	4.51	Books	542.38
Quill Corporation	4.40	File Cabinets-D	312.78
Rensselaer Band Boosters	2.21	Janitorial Supplies	60.00
Rensselaer Readmore	4.52	Newspapers-R	78.30
Robbins Associates	4.40	Lettering	85.78
Salyers, Catherine A.	3.23	Mileage	77.44
Salyers, Catherine A.	PETTY CASH-Rensselaer		26.37
	3.22	Postage	
Schultz's	4.40	Blind & Frames-R	12.47
Smith True Value	2.32	Paint-R-\$71.25	107.75
	2.21	Janitorial Sup.-W-\$5.07	
	4.40	Hose-Sprinkler-W-\$28.44	
	4.40	Outlet-R-\$2.99	
Silver Burdett Press	4.51	Books	17.30
Thompson Electronics	4.53	VHS Case	9.50

Walgreens	2.21	Janitorial Supplies	209.88
Wallmann's	2.21	Janitorial Sup.-R	6.09
Weber, La Donna	3.23	Mileage	20.94
Witty, Cheryl	4.40	Extension Cord-R-\$7.99	20.47
	2.33	Lavatory Rep.-R-\$12.48	
		TOTAL [B]	7,227.05
		TOTAL [A] + [B]	8,995.14

MILROY GRANT FUND

BILLS TO BE ALLOWED

AUGUST 10, 1987

Demco	247.95
TOTAL	247.95

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of JULY 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2000 ⁰⁰	14000 ⁰⁰	10000 ⁰⁰	1
Salary - Assistants	173,635.00	15315 ²⁸	103613 ⁰²	70021 ⁹⁸	2
Salary - Janitors	7,665.00	428 ⁵¹	2538 ⁰⁶	5126 ⁹⁴	3
Employees Benefits	20,050.00	1268 ⁷³	9343 ³⁵	10706 ⁶⁵	4
Other Personal Services	1,000.00			1000 ⁰⁰	5
Office Supplies	4,500.00	171 ²²	1319 ⁶⁷	3180 ³³	6
Operating Supplies	3,950.00	762 ²⁰	1606 ⁹⁵	2343 ⁰⁵	7
Repair & Maint. Supplies	700.00	1160 ¹	731 ²¹	<- 3121 ⁷	8
Other Supplies	6,000.00	354 ⁴⁸	2902 ⁷¹	3097 ²⁹	9
Professional Services	1,501.00			1501 ⁰⁰	10
Communication & Transportation	15,500.00	973 ⁷³	6119 ⁹⁴	9380 ⁰⁶	11
Printing & Advertising	600.00	18 ⁷⁸	143 ⁴⁸	456 ⁵²	12
Insurance	7,350.00	800 ⁰	6026 ³⁰	1323 ⁷⁰	13
Utility Services	20,600.00	1260 ⁴⁰	8792 ⁵⁸	11807 ⁴⁸	14
Repairs & Maint-Bldg's & Equip	14,600.00	1058 ¹⁴	2407 ⁵²	12182 ⁴⁸	15
Rentals	400.00	300 ⁰⁰	322 ⁰⁰	78 ⁰⁰	16
Other-dues,int. loans,tax	901.00		55 ⁰⁰	846 ⁰⁰	17
Transfer to Lib. Improv. Res.	15,000.00			15000 ⁰⁰	18
Maintenance Contracts	3,750.00	678 ⁰⁰	2083 ⁵⁰	1666 ⁵⁰	19
Land and Buildings-Capital	2.00			2 ⁰⁰	20
Furniture & Equipment	10,000.00	177 ⁵²	2637 ⁰⁸	7362 ⁹²	21
Books	62,000.00	5518 ⁹⁰	23658 ²³	38341 ⁷⁷	22
Periodicals and Newspapers	7,000.00	271 ⁷⁵	7586 ⁹⁷	<- 5869 ⁷	23
Non-print Materials	10,000.00	180 ⁴	1607 ¹⁹	8392 ³¹	24
	410,704.00	30771 ⁶⁹	197494 ⁷⁰	213209 ³⁰	25
					26
					27
					28
					29
					30
					31
Beginning Balance	259401 ⁸³				32
Plus Deposits	289408 ⁶³				33
Minus Checks	231877 ⁶⁸				34
Ending Balance	316932 ⁷⁸				35
					36
					37
					38
					39
					40

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Balance of All Funds = ¹ <u>July</u> ² <u>1987</u> ³ ⁴			
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana			
Operating Fund Balance		186650.50	
Rensselaer Gift Fund Balance		584.29	
DeMotte Gift Fund Balance		1038.86	
Wheatfield Gift Fund Balance		1155.60	
Bond No. # 1 - DeMotte - Balance		6361.30	
Bond No. # 2 - Wheatfield - Balance		28750.20	
LIRF Account Balance		7609.26	
Reserve for Insurance Collected			
MILROY GRANT		2250.00	
RES. FOR STATE TAX		30	
Total of All Accounts - in Northwest National Bank			
Super Now Checking Account			234280.39
Construction Fund Checking Account @ Northwest National Bank			
Account No. #21-1702-6			6530.48
Investments - Northwest National Bank of Rensselaer			
Construction Fund Hi Fi Account # 70-0347-8		-0-	
Bond Investment Hi Fi Account #70-0195-1			
Operating Hi Fi Account # 70-193-6			
Operating Money		6370.36	
Bond No. #1 - DeMotte		1694.21	
Bond No. #2 - Wheatfield		68057.34	
Operating Certificate of Deposit			
LIRF Investment			
Bond Certificate of Deposit			
Bond Investment			
Total Investments			76121.91
Total of All Funds Ending <u>July</u> 1987			316932.78

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LDM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$5,759.00	\$78,928.00	(\$2,478.00)
Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	5,759.00	520,069.81	(\$1,198.26)

BOND	\$500,000.00
INTEREST	\$26,568.82
CHECKS	\$514,311.21
BALANCE LAST MONTH	\$12,257.61
INTEREST	\$40.64
CHECKS	\$5,759.00
BALANCE	\$6,539.25

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

July 19 87

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 53 req. for D & W 39	DeM filled 7 req. for Rens. 31	Whe. filled 7 req. for Rens. 2
b. Received	29	18	2
c. Outstanding	10	13	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	45 'R 34 Co	75	57
b. Total Registered	10,069		
3. REFERENCE QUESTIONS			
a. Telephone	138	165	172
b. In Person	283	269	204
4. LOCAL HISTORY-GENEALOGY			
a. In person	11		
b. Microfilms Used	2		
c. Research by Mail	2		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING July 31, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>18,143</u>	<u>16,330</u>	
Daily Average	<u>698</u>	<u>628</u>	
January to Date			
Total Circulation	<u>110,663</u>	<u>115,506</u>	+4.3%

Rensselaer	<u>255</u>	/day
DeMotte	<u>224</u>	/day
Wheatfield	<u>149</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	53		2	1,270	21			842	26		15	552
Non-Fiction	37		458	958	32			728	19		480	435
Paperbacks				455				634				602
CHILDREN'S BOOKS:												
Fiction	43			1,759	4		10	1,851	9			1,044
Non-Fiction	12			703	10			477	10			191
FILMSTRIPS				6								
MAGAZINES:												
Adult				398				498				280
Children				28								
MAPS, PICTURES, PHOTOS, PRINTS				9				15				35
MICROFILM												
PAMPHLETS	120		4	305				63	15			4
SOUND RECORDINGS	18		78	204	18			105	9			69
CED's				23				34				2
VHS's	10			512	10			579	8			660
TOTAL	293		542	6,630	95		10	5,826	96		495	3,874
Percent of Increase (+) or Decrease (-)				+2.2%				-4.7%				-30%

Jasper County Public Library
North Van Rensselaer Street
Rensselaer, Indiana 47978

Balance of All Funds - ¹ <u>July</u> ² <u>1987</u> ³					
Super Now Checking Account - Northwest National Bank - Rensselaer, Indiana					
Operating Fund Balance			186630.58		
Rensselaer Gift Fund Balance			58429		
DeMotte Gift Fund Balance			103886		
Wheatfield Gift Fund Balance			115560		
Bond No. # 1 - DeMotte - Balance			626130		
Bond No. # 2 - Wheatfield - Balance			2875020		
LIRF Account Balance			760926		
Reserve for Insurance Collected					
MILROY GRANT			225000		
RES. FOR STATE TAX			30		
Total of All Accounts - in Northwest National Bank					
Super Now Checking Account					23421039
Construction Fund Checking Account @ Northwest National Bank					
Account No. #21-1702-6					653048
Investments - Northwest National Bank of Rensselaer					
Construction Fund Hi Fi Account # 70-0347-8			-0-		
Bond Investment Hi Fi Account #70-0195-1					
Operating Hi Fi Account # 70-193-6					
Operating Money			637036		
Bond No. #1 - DeMotte			169421		
Bond No. #2 - Wheatfield			6805734		
Operating Certificate of Deposit					
LIRF Investment					
Bond Certificate of Deposit					
Bond Investment					
Total Investments					7612191
Total of All Funds Ending <u>July</u> 1987					31693278

ESTIMATED 1987 INCOME

Month received	Type of revenue	Estimated income
Beginning balance 1/1/87		\$145,829.00
May	Certified shares	\$95,802.00 ACTUAL
	Property tax repl.	\$8,156.50 ACTUAL
June	General Property Tax	\$116,446.95 ACTUAL
	License Excise Tax	\$7,799.58 ACTUAL
	Bank, Bldg. & Loan	\$918.28 ACTUAL
July	State Distribution	\$2,762.00 ACTUAL
November	Certified Shares	\$95,802.00 ACTUAL
	Property tax repl.	\$8,156.50 ACTUAL
December	General Property Tax	\$108,265.86 ACTUAL
	License Excise Tax	\$5,849.68 ACTUAL
	Bank, Bldg. & Loan	\$688.71 ACTUAL
TOTALS [A]		\$450,648.06 EST.
MISC. INCOME		
Fines, copier, & cards		\$4,000.00 EST.
Interest		\$1,000.00 EST.
TOTAL [B]		\$5,000.00 EST.
TOTAL [A] + [B]		\$455,648.06 EST.
TOTAL [BEGINNING BALANCE + (A) + (B)]		\$601,477.06 EST.
BUDGET 1987		\$410,704.00 ACTUAL
		\$190,773.06
BALANCE 1987		\$190,773.06

ESTIMATED 1988 INCOME

Month received	Type of revenue	Estimated income
Beginning balance 1/1/88		\$190,773.06 Est.
May	Certified shares	\$56,329.00 est.
	Property tax repl.	\$5,457.00 est.
June	General Property Tax	\$131,173.50 est
	License Excise Tax	\$6,824.00 est
	Bank, Bldg. & Loan	\$550.00 est
July	State Distribution	\$2,762.00 est
November	Certified Shares	\$56,329.00 est
	Property tax repl.	\$5,457.00 est
December	General Property Tax	\$131,173.50 est
	License Excise Tax	\$6,824.00 est
	Bank, Bldg. & Loan	\$550.00 est
TOTALS [A]		\$403,429.00 EST.
MISC. INCOME		
Fines, copier, & cards		\$9,000.00 EST.
Interest		\$1,500.00 EST.
TOTAL [B]		\$10,500.00 EST.
TOTAL [A] + [B]		\$413,929.00 EST.
TOTAL [BEGINNING BALANCE + (A) + (B)]		\$604,702.06 EST.
BUDGET 1988		\$529,890.00 ACTUAL
BALANCE 1988		\$74,812.06

SEPTEMBER

AGENDA.....SEPTEMBER 14, 1987

1. Minutes
2. Bills/Financial Statements
 - 2.1 Bills to be allowed
 - 2.2 Operating Fund
 - 2.3 Construction Fund
 - 2.4 Payroll
3. Director's Report
 - 3.1 Circulation
 - 3.2 Additional Appropriation
 - 3.3 Staff evaluation form revisions
 - 3.4 Little Cousin Jasper Book Sale
 - 3.5 Scholarship fund *-tabled*
 - 3.6 Upcoming meetings ✓
4. Rensselaer Business
 - 4.1 Cleaning and Tuckpointing
 - 4.2 Gutters
 - 4.3 Donated Books
5. DeMotte Business
 - 5.1 Floor plan
6. Wheatfield Business
 - 6.1 CPR classes
 - 6.2 NIALSA Board Meeting

MINUTES.....AUGUST 3, 1987

On August 3, 1987, the Jasper County Public Library Board held a public hearing on the 1988 budget at 7:00 pm at the Rensselaer Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Bob Souza, Mary Linda Casey, trustees, and Cathy Salyers, library director.

Since no one from the public was present to offer any protest to the 1988 budget as published, the Library Board adjourned by consensus at 7:30 pm.

MINUTES.....AUGUST 10, 1987

At 7:00 pm on August 10, 1987 at the Rensselaer Library, the Jasper County Public Library Board met to adopt the 1988 budget. Those present were Wanda Stewart, secretary, Mary Linda Casey, Frank Wright, Bob Souza, trustees, and Cathy Salyers, library director.

On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted unanimously to adopt the 1988 budget as published. Mr. Wright and Mrs. Casey directed Mrs. Salyers to monitor the cash flow since the 1988 budget was higher than expected because of a 1987 increase in certified shares. The amount of certified shares in 1988 is expected to be at least \$75,000 lower than the 1987 level. These amounts should be taken into account when preparing the 1989 budget so that the Library does not find itself in a financial crunch. Both trustees requested that this be noted in the minutes.

It is further noted that no one from the public appeared to protest or question the 1988 budget.

This session adjourned by consensus at 7:20 pm.

MINUTES.....August 10, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on August 10, 1987 at 7:20 pm at the Rensselaer Public Library. Those present were Wanda Stewart, secretary, Mary Linda Casey, Frank Wright, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Frank Wright seconded by Mary Linda Casey, the minutes of the July 13 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Bob Souza, seconded by Mary Linda Casey, the bills, financial statements, and construction fund financial statement were unanimously approved as presented and salary increases for Kathleen Padgitt and Bonnie Powell to \$4.25 and \$4.00 per hour respectively were approved.

After discussing cash flow and current spending levels, the board by consensus directed Frank Wright and Cathy Salyers to invest up to \$100,000 for one year in the best investment available that conforms with current library law.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for July was up slightly for Rensselaer, down slightly at DeMotte, and down 30% at Wheatfield, resulting in an increase in the total monthly circulation as compared with 1986.

Mrs. Salyers reported that approximately \$250 had been spent in 1985 for paid medical leave time. She further commented that this reflects the use of the time by a few employees but when averaged with total employee, it reflected very little cost per employee. She said that she would continue to keep statistics and report any changes to the board.

The additional appropriation request is currently being considered by the State Board of Tax Commissioners. The local representative told Mrs. Salyers that restrictive statements in the original bond ordinance may prevent the Tax Commissioners from permitting the library to use interest monies for the purchase of books. The law permitting the use of such monies for books was not passed until after the bond had been issued. If the Tax Commission denies the additional appropriation for books, Mrs. Salyers stated that the library could request the money be used for the purchase of a computer[s].

The Business Handbook is at the printers for an estimate of printing costs. After determining the estimate, Mrs.

Salyers stated that she would canvas area business for sponsorship to defray printing costs. A nominal fee may be charged for the books also to help defray costs. Mrs. Casey suggested that gift fund monies could also be used with a notation on the book.

Mrs. Salyers stated that she was interested in a scholarship fund for the staff to help them further their library education. The board tabled further discussion until next meeting.

RENSSELAER BUSINESS Mrs. Salyers reported that the tree had been removed as specified. She also stated that the library would be participating in the Little Cousin Jasper Parade with a replica of a hot air balloon filled with red, white, and blue helium balloons to be released during the parade.

By consensus the board directed Mrs. Salyers to donate the refrigerator in the staff lounge to the Crisis Center. If the Crisis Center cannot use it, the refrigerator will be moved to the meeting room.

Mrs. Salyers reported that Technical Services is to be moved to the room next to the Director's Office and the Staff Lounge and Mary Martin's office will be moved to the old Technical Services area on the top floor.

On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted unanimously to purchase a new phone system for the Rensselaer Library to include six phones and installation. Currently the library rents the phones at a cost of \$41.65 per month. At the estimated cost of \$1500-1800 to purchase new phones, the system will pay for itself in about 3 years.

DEMOTTE BUSINESS Mrs. Salyers reported that the Arts & Crafts Festival was held on August 8.

EXECUTIVE SESSION: The executive session began at 8:30 pm. The board discussed the evaluation of an employee. Executive session adjourned by consensus at 8:35 pm.

ADJOURNMENT: On a motion by Mary Linda Casey, seconded by Frank Wright, the meeting adjourned at 8:36 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of 1987

	Beginning	Spent	Spent	Ending
	Appropriation	this Month	to Date	Appropriation

Salary - Librarian - Director	24,000.00	2000 00	16000 00	8000 00
Salary - Assistants	173,635.00	16058 49	119671 51	53963 49
Salary - Janitors	7,665.00	33471	287277	479223
Employees Benefits	20,050.00	170329	1104664	900336
Other Personal Services	1,000.00			1000 00
Office Supplies	4,500.00	32134	164101	285899
Operating Supplies	3,950.00	29054	189744	205251
Repair & Maint. Supplies	700.00	1248	74369	4369
Other Supplies	6,000.00	79455	369726	230274
Professional Services	1,501.00			1501 00
Communication & Transportation	15,500.00	69350	681344	868656
Printing & Advertising	600.00		14348	45652
Insurance	7,350.00		602630	132370
Utility Services	20,600.00	138894	1018146	1041854
Repairs & Maint-Bldg's & Equip	14,600.00	10625	451377	1208623
Rentals	400.00		32200	7800
Other-dues,int. loans,tax	901.00	7500	13000	77100
Transfer to Lib. Improv. Res.	15,000.00			15000 00
Maintenance Contracts	3,750.00	49075	257425	17575
Land and Buildings-Capital	2.00			200
Furniture & Equipment	10,000.00	58015	321713	678287
Books	62,000.00	358846	2734669	3475331
Periodicals and Newspapers	7,000.00	7830	766527	66527
Non-print Materials	10,000.00	69669	230388	769612

	410,704.00	2921334	22670804	19399596
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Beginning Balance	31693278
Plus Deposits	29552048
Minus Checks	26197334
Ending Balance	29294892

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4	
Balance of All Funds		Month	<u>AUGUST</u>	1987	
Super Now Checking Account - Bank One - Rensselaer, Indiana					1
Operating Fund Balance			6381017		2
Rensselaer Gift Fund Balance			33687		3
DeMotte Gift Fund Balance			63169		4
Wheatfield Gift Fund Balance			114574		5
Bond Account - DeMotte # 1			636130		6
Bond Account - Wheatfield # 2			2875020		7
Milroy Grant			200205		8
LIRF Balance			760926		9
Reserve for Taxes			3038		10
					11
					12
					13
Total of All Accounts in - Bank One Checking Account				10957766	14
Construction Fund Checking Account - Bank One #21-1702-6				656757	15
					16
Investments - Bank One					17
					18
Operating Certificate of Deposit					19
#90012304-8-24-1987 to maturity 8-24-1988			100000	00	20
					21
Hi-Fi Account #70-193-6					22
Operating Money			638443		23
DeMotte # 1 - Bond			170247		24
Wheatfield # 2 - Bond			6871674		25
Total money in Hi-Fi Account				7680374	26
					27
Total Investments				17680374	28
					29
Balance of All Funds					30
Ending <u>AUGUST</u> 1987				29394897	31
					32
					33
					34
					35
					36
					37
					38
					39
					40

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Mamstra	\$364,909.00	\$0.00	\$349,847.91	
Retainage			18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture				
Equipment	76,450.00	\$5,759.00	\$78,928.00	(\$2,478.00)
L. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	5,759.00	520,069.81	(\$1,198.26)
BOND	\$500,000.00			
INTEREST	\$26,609.46			
CHECKS	\$520,070.21			
BALANCE LAST MONTH	\$6,539.25			
INTEREST	\$28.32			
CHECKS	\$0.00			
BALANCE	\$6,567.57			

OPERATING FUND

BILLS TO BE ALLOWED

SEPTEMBER 14, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	557.93
NIPSCO	3.51	DeMotte	441.93
NIPSCO	3.51	Wheatfield	506.88
Northwestern Ind. Tele. Co.	3.21	DeMotte	99.95
United Telephone Co.	3.21	Rensselaer	222.13
United Telephone Co.	3.21	Wheatfield	75.58
		TOTAL [A]	1,904.40

Other Claims:

A. E. Boyce	2.11	Official Records	26.74
Apollo Engineering, Inc.	2.21	Lights-D	212.93
Baker & Taylor	4.51	Books	475.05
Baker & Taylor		GIFT FUND-Rensselaer-\$22.95	2,259.98
		GIFT FUND-DeMotte-\$66.79	
	4.51	Books-\$2,170.24	
Becker, Margaret	3.23	Mileage-\$99.20	174.20
	3.96	Mowing-D-\$75.00	
Boiler & Pressure Vessel Division	3.13	Boiler Check-R	12.00
Brodart Co.	2.41	Sysdac Tape	77.13
Constructive Playthings		GIFT FUND-Wheatfield	30.64
Daugherty, Lynn	3.23	Mileage-\$29.80	68.08
	4.51	Books-\$17.42	
		GIFT FUND-DeMotte-\$20.86	
Demco	4.40	Signs-W-\$46.14	93.14
	4.51	Processing Sup.-\$47.00	
Educators Progress Service, Inc.	4.51	Books	28.55
Fase's	3.62	Sweeper Rep.-R-\$12.48	187.48
	4.40	Refrigerator-R-\$175.00	
Farm Bureau Insurance	3.42	Workmens Comp	545.30
Hammond Public Library	4.51	Books	8.50
Harvey's	2.41	Library Sup.-CR-R	6.95
Heritage Office Products Inc.	2.13	Office Sup.-\$55.73	1,394.89
	4.51	Processing Sup.-\$13.36	
	4.40	Typewriter-R-\$494.20	
	3.62	Equip.Repair-\$106.50	
	3.95	Service Con.-D-\$831.60	
Highsmith	4.51	Processing Supplies	119.86
Howard, Philip	3.96	Mowing-W	47.00
Indiana Com. for the Humanities	2.41	Map-W	16.50
Ingram	4.53	VHS	225.08
Jasper County 4-H Club Fund	4.51	Books	10.00
Jasper County Extension Ed. Fund	4.51	Books	5.00
K. V. Electric	3.61	Check Lights-D	30.00
Kaluf Construction Co.	3.61	Maintenance-D	553.94
Kankakee Valley Post-News	3.31	Advertising Budget	51.62
Main Line Book Company	4.51	Books	42.26
Martin, Mary K.	3.23	Mileage	54.00
MFLA	3.24	Professional Meeting	0.00
Mitchell Information Services	4.51	Books	187.00

NIALSA	3.24	Professional Meeting	0.00
Northwest National Bank		Operating Fund-\$92,390.74	100,000.00
		LIRF-\$7,609.26--Purchase CD	
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Penninga Sales & Service	3.62	Repair Lawn Mower-D	114.40
Perma-Bound	4.51	Processing Kits	40.80
Political Research, Inc.	4.51	Books	290.00
Postmaster General	3.22	Postage	264.00
Powell, Bonnie	3.23	Mileage	16.20
Putnam Publishing Group	4.51	Books	6.29
Rainbow Books	4.51	Books	1,113.12
Rensselaer Republican	3.31	Advertising Budget	51.62
Rose Records	4.53	Records	241.38
Salyers, Catherine A.	3.23	Mileage	44.40
Salyers, Catherine A.		PETTY CASH-Wheatfield	18.27
	2.21	Jan. Sup.-W-\$6.64	
	3.72	P.O. Box-W-\$5.00	
	3.22	Postage-\$6.63	
Schulenberg, Sharon	4.51	Books	5.00
Schultz's Family Store	4.40	Fans&Equip.-R-\$33.98	37.82
	2.21	Jan. Sup.-R-\$3.84	
Silver Burdett Press	4.51	Books	108.20
Suburban TV	3.72	Repair VideoDiscs	185.55
Wabash Valley ALSA	3.24	Professional Meeting	0.00
Wallmann's	2.21	Jan. Sup.-R	22.33
Witty, Cheryl	3.23	Mileage	29.60
		TOTAL [B]	109,544.30
		TOTAL [A] + [B]	111,448.70

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

August 19 87

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 34 req. for D & W 39	DeM filled 5 req. for Rens. 17	Wh. filled 10 req. for Rens. 10
b. Received	27	12	4
c. Outstanding	12	5	6
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	1 NR 56' R 27 C	37	41
b. Total Registered	10,158		
3. REFERENCE QUESTIONS			
a. Telephone	171	139	187
b. In Person	308	279	219
4. LOCAL HISTORY-GENEALOGY			
a. In person	4		
b. Microfilms Used	0		
c. Research by Mail	1		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING August 31, 19 87

	<u>19 86</u>	<u>19 87</u>	
Monthly Circulation	<u>14,796</u>	<u>13,959</u>	
Daily Average	<u>569</u>	<u>537</u>	
January to Date			
Total Circulation	<u>125,469</u>	<u>129,465</u>	+3%

Rensselaer	<u>215</u>	/day
DeMotte	<u>189</u>	/day
Wheatfield	<u>133</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	27			1,200	37		17	776	26			536
Non-Fiction	19		1	780	26		16	727	24		48	412
Paperbacks	9		19	504	4			572	2			687
CHILDREN'S BOOKS:												
Fiction	46		314	1,436	46		16	1,410	19		23	765
Non-Fiction	10		4	491	27		4	318	10		1	224
FILMSTRIPS												
MAGAZINES:												
Adult				352				424				249
Children				25								
MAPS, PICTURES, PHOTOS, PRINTS				17				13				14
MICROFILM												
PAMPHLETS	50			119				15	6			4
SOUND RECORDINGS			2	169			2	76			666	39
CED's				14				25				2
VHS's	4			480	1		1	548				536
TOTAL	165		340	5,587	141		56	4,904	87		138	3,468
Percent of Increase (+) or Decrease (-)				+5.4%				-6%				-19%

OCTOBER

MINUTES.....September 14, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on September 14 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Barbara Leestma, treasurer, Mary Linda Casey, Frank Wright, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Mary Linda Casey, seconded by Wanda Stewart, the minutes of the August 10 meetings were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Mary Linda Casey, seconded by Wanda Stewart, the bills, financial statement, and construction fund financial statement were unanimously approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported that circulation for August was up slightly for Rensselaer, down slightly at DeMotte, and down 19% at Wheatfield. Mrs. Salyers noted that a store near Wheatfield had opened a paperback exchange which might affect total circulation.

Mrs. Salyers also reported that the requested Additional Appropriation was denied, and she will begin work on a request to spend the money for computers.

She told the board that the evaluation forms are in the process of revision and should be ready by the next meeting.

The Little Cousin Jasper Friends of the Library Book Sale grossed \$118. The Rensselaer staff's parade float won first prize.

Mrs. Salyers presented a proposal for a scholarship fund to give staff members financial support to attend either college or conferences. Discussion on the proposal was tabled until the next meeting.

There was a discussion of upcoming meetings including MFLA, NILBA, and a censorship workshop. Board members are to contact Mrs. Salyers about arrangements. It was mentioned that the libraries might need to be closed in November for the MFLA meeting.

RENSSELAER BUSINESS Mrs. Salyers reported that Hobson Associates submitted a bid of \$750 for writing specifications and preparing bidding documents for tuckpointing and cleaning the Rensselaer Building. By

consensus, the board directed Mrs. Salyers to find another means to complete the project.

She further reported that the gutters at Rensselaer need to be cleaned and parts replaced.

Mrs. Salyers explained a problem involving donated books that the donor now wishes to have given to the Historical Society. The board directed Mrs. Salyers to return the donated items to the donor. The board granted permission to Mrs. Salyers to draft a donor agreement to prevent future problems regarding donations.

DEMOTTE BUSINESS Mrs. Salyers reported that DeMotte will be moving the circulation desk soon to assist in security.

WHEATFIELD BUSINESS: Mrs. Salyers noted that the Friends of the Wheatfield Library are sponsoring CPR classes to be held at the Wheatfield Library this fall. She further noted that the NIALSA Board of Directors meeting would be held on Thursday, September 16 at the Wheatfield Library.

ADJOURNMENT: On a motion by Mary Linda Casey, seconded by Will Doty, the meeting was adjourned at 7:55 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of SEPTEMBER 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2000 ⁰⁰	18000 ⁰⁰	6000 ⁰⁰	1
Salary - Assistants	173,635.00	15325 ⁰³	134996 ⁵⁴	38638 ⁴⁶	2
Salary - Janitors	7,665.00	661 ⁴⁰	3534 ¹⁷	4130 ⁸³	3
Employees Benefits	20,050.00	1638 ²⁶	12684 ⁷⁰	7365 ³⁰	4
Other Personal Services	1,000.00			1000 ⁰⁰	5
Office Supplies	4,500.00	124 ⁷	17234 ⁸	27765 ²	6
Operating Supplies	3,950.00	328 ¹	1930 ³⁰	2019 ⁷⁰	7
Repair & Maint. Supplies	700.00		7436 ⁹	-436 ⁹	8
Other Supplies	6,000.00	3135 ¹	4010 ⁷⁷	19892 ³	9
Professional Services	1,501.00			1501 ⁰⁰	10
Communication & Transportation	15,500.00	1006 ⁹⁹	7820 ⁴³	7679 ⁵⁷	11
Printing & Advertising	600.00	1032 ⁴	246 ⁷²	3532 ⁸	12
Insurance	7,350.00		6026 ³⁰	1323 ⁷⁰	13
Utility Services	20,600.00	1506 ⁷⁴	11688 ²⁸	8911 ⁸⁰	14
Repairs & Maint-Bldg's & Equip	14,600.00	9083 ⁷	3422 ¹⁴	11177 ⁸⁶	15
Rentals	400.00	500	3270 ⁰	7300	16
Other-dues,int. loans,tax	901.00	9651 ⁰	10951 ⁰	-1941 ⁰	17
Transfer to Lib. Improv. Res.	15,000.00			15000 ⁰⁰	18
Maintenance Contracts	3,750.00		25742 ⁵	11757 ⁵	19
Land and Buildings-Capital	2.00			200	20
Furniture & Equipment	10,000.00	7493 ²	39664 ⁵	60335 ⁵	21
Books	62,000.00	46406 ⁵	31887 ³⁴	30112 ⁶⁶	22
Periodicals and Newspapers	7,000.00	4700	77122 ⁷	-7122 ⁷	23
Non-print Materials	10,000.00	46646	27703 ⁴	72296 ⁶	24
	410,704.00	30452 ¹⁵	257160 ¹⁹	153543 ⁸¹	25
					26
					27
					28
					29
					30
					31
Beginning Balance	293948 ⁹⁷				32
Plus Deposits	37692 ³				33
Minus Checks	30504 ²¹				34
Ending Balance	266204 ⁰¹				35
					36
					37
					38
					39
					40

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4	
Balance of All Funds					
Month <u>SEPTEMBER</u> 1987					
Super Now Checking Account - Bank One - Rensselaer, Indiana					1
					2
Operating Fund Balance			41796.83		3
Rensselaer Gift Fund Balance			33687		4
DeMotte Gift Fund Balance			213169		5
Wheatfield Gift Fund Balance			116374		6
Bond Account - DeMotte # 1			626130		7
Bond Account - Wheatfi # 2			2875020		8
Milroy Grant			200225		9
LIRF Balance					10
Reserve for Taxes			3638		11
					12
					13
Total of All Accounts in - Bank One Checking Account				8247306	14
					15
Construction Fund Checking Account - Bank One #21-1702-6				659510	16
					17
					18
Investments - Bank One					19
					20
					21
Operating Certificate of Deposit					22
#90012304-8-24-1987 to maturity 8-24-1988			100000.00		23
					24
Hi-Fi Account #70-193-6					25
Operating Money		641188			26
DeMotte # 1 - Bond		171165			27
Wheatfield # 2 - Bond		6901232			28
Total money in Hi-Fi Account			7713525		29
					30
Total Investments				17713525	31
					32
Balance of All Funds					33
Ending <u>SEPTEMBER</u> 1987				26620401	34
					35
					36
					37
					38
					39
					40

OPERATING FUND

BILLS TO BE ALLOWED

OCTOBER 12, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	487.46
NIPSCO	3.51	DeMotte	316.81
NIPSCO	3.51	Wheatfield	363.93
Northwestern Ind. Tele. Co.	3.21	DeMotte-\$141.42	225.17
	3.61	Install Jacks-D-\$83.75	
United Telephone Co.	3.21	Rensselaer-\$210.22	1,956.80
	4.40	Telephone-D-\$99.88	
	4.40	Telephones-R-\$1,646.70	
United Telephone Co.	3.21	Wheatfield	80.92
		TOTAL [A]	3,431.09

Other Claims:

A. E. Boyce Co., Inc.	2.11	Official Records	151.50
Ace Hardware	2.21	Janitorial Sup.-D	17.01
Allen, Phyllis		GIFT FUND-Wheatfield	94.00
American Library Association	2.41	Posters-D, R, W	28.51
Arnold, Chuck	3.61	Maintenance-D	26.10
Associated Libraries	4.51	Books	223.30
Baker & Taylor	4.51	Books-\$2,125.02	2,254.07
		GIFT FUND-DeMotte-\$23.51	
		GIFT FUND-Rensselaer-\$105.54	
Becker, Margaret	3.23	Mileage-\$111.60	156.60
	3.96	Mowing-W-\$45.00	
Ben Franklin	2.41	Library Sup.-D	11.10
Berrien Bindery	4.51	Re-Binding-R	191.75
Bray, Julie	3.23	Mileage	26.40
Brodart Co.	2.41	Sysdac Tape	156.45
Cheerful Earfuls	4.53	Records	11.95
The Children's Book Council		GIFT FUND-Wheatfield	92.74
Constructive Playthings		GIFT FUND-Wheatfield	233.48
Demco	4.40	Card Trays-R-\$34.20	390.71
	4.40	Tape Dispensor-D-\$34.20	
	2.41	Marking Pens-CR-R-\$7.42	
	2.41	Library Sup.-\$54.45	
	4.51	Processing Sup.-\$249.72	
		GIFT FUND-Wheatfield-\$10.72	
Direct Safety Co.	4.40	Emergency Fire Ladders-R	74.68
Discount Wiring Materials	3.61	Repairs-R	147.86
Educational Record Center	4.53	Records	38.31
Fagen Pharmacy	2.41	Batteries	6.19
Fase's	2.21	Sweeper Belts-W	3.00
Heritage Office Products	2.13	Office Sup.-\$84.93	408.43
		GIFT FUND-Wheatfield-\$19.00	
	3.62	Repair Copier-D-\$250.00	
	3.62	Repair Type.-W-\$54.50	
The Highsmith Co., Inc.	4.51	Processing Sup.-\$205.65	296.83
	2.13	Software-\$91.18	
Hotho & Co.	4.53	Records	40.08
Howard, Philip	3.96	Mowing-W	30.00
Ingram	4.53	VHS	655.42
K. V. Electric	3.61	Install Outlets-D	87.50
Kankakee Valley Post-News	3.31	Advertising	6.55

Martin, Mary	3.23	Mileage	8.80
Monroe	2.42	Copier Paper	160.96
Mollenaar & Hughes	3.96	Lawn Care-W	68.50
NIALSA	3.72	NIALSA Video Service	20.00
Ojserkis	2.21	Bowl Mops	16.28
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
P.P.I. Publishing	4.51	Vertical File Materials	22.96
Perma-Bound	4.51	Books	58.81
Rainbow Books	4.51	Books	114.97
Rayburn Heating & Cooling	3.62	Checked Furnace-D	25.35
Salyers, Catherine A.	3.23	Mileage	52.60
Salyers, Catherine A.		PETTY CASH-DeMotte	21.84
	2.21	Jan. Sup.-D-\$20.02	
	3.22	Postage-\$.73	
		GIFT FUND-DeMotte-\$1.09 .09	
Salyers, Catherine A.		PETTY CASH-Rensselaer	24.74
	2.21	Jan. Sup.-R-\$5.93	
	3.22	Postage-\$18.81	
Smith True Value	4.40	Lamp-R-\$12.95	16.64
	2.21	Janitorial Sup.-W-\$3.69	
Stanley Steemer	3.61	Clean Carpet & Furn.-D	491.95
Upstart	2.41	Library Sup.-R	36.80
Wallmann's	2.21	Janitorial Sup.-W	13.79
Weber, La Donna	3.23	Mileage	61.36
World Bible Society		GIFT FUND-Wheatfield	114.90
		TOTAL [B]	6,662.85
		TOTAL [A] + [B]	10,093.94

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

September 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 52 req. for D & W 19	DeM filled 10 req. for Rens. 14	Wheat. filled 7 req. for Rens. 4
b. Received	16	10	4
c. Outstanding	3	4	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	77 R' 45 Co	66	62
b. Total Registered	10,158		
3. REFERENCE QUESTIONS			
a. Telephone	225	186	164
b. In Person	337	279	262
4. LOCAL HISTORY-GENEALOGY			
a. In person	14		
b. Microfilms Used	2		
c. Research by Mail	1		
d. Oral Histories			

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING September 30, 1987

	<u>19 86</u>	<u>19 87</u>	
Monthly Circulation	<u>14,358</u>	<u>14,174</u>	
Daily Average	<u>574</u>	<u>545</u>	
January to Date			
Total Circulation	<u>139,827</u>	<u>143,639</u>	+3%

Rensselaer	<u>239</u>	/day
DeMotte	<u>178</u>	/day
Wheatfield	<u>127</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	34			1,136	11		29	620	12		1	450
Non-Fiction	42			1,082	23		6	738	1		10	473
Paperbacks	12			832	1			535				572
CHILDREN'S BOOKS:												
Fiction	9			1,426	23			1,215	12		18	761
Non-Fiction	39		3	655	15			464			1	241
FILMSTRIPS												
MAGAZINES:												
Adult				399				448				319
Children				11								
MAPS, PICTURES, PHOTOS, PRINTS				11				24				6
MICROFILM												
PAMPHLETS	104		152	56				90	24		108	9
SOUND RECORDINGS	5		13	169	11			84				37
CED's				18				8				13
VHS's	1			414				447				411
TOTAL	246		168	6,209	84		35	4,673	49		138	3,292
Percent of Increase (+) or Decrease (-)				+2%				+5%				-14%

1. Minutes
2. Bills/Financial Statements
 - 2.1 Bills
 - 2.2 Construction Fund
Resolution of Additional Appropriation
 - 2.3 Operating Fund
 - 2.4 Payroll
3. Director's Report
 - 3.1 Motion Picture Licensing Corp.
 - 3.2 Circulation
 - 3.3 Manual of Financial Accounting
 - 3.31 Changes
 - 3.32 City & Town Ledger Forms
 - 3.4 Meetings
 - 3.5 Monetary Donation Form
 - 3.6 Executive Session-Management Staff Evaluations
4. Rensselaer Business
 - 4.1 Fogerty Report & maintenance plan
5. DeMotte Business
6. Wheatfield Business

MINUTES.....October 12, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on October 12 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Barbara Leestma, treasurer, Mary Linda Casey, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Wanda Stewart, seconded by Bob Souza the minutes from the September 14 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Bob Souza, seconded by Will Doty, the bills, financial statement, construction fund financial statement and payroll were unanimously approved as presented.

DIRECTOR'S REPORT: Mrs. Salyers reported an overall increase in circulation with Wheatfield recording the only decline. The Wheatfield decline was due in part to the inventory of the videocassettes which removed the videocassette collection from circulation for one week during September.

On a motion by Will Doty, seconded by Wanda Stewart, the board voted unanimously to close DeMotte and Wheatfield libraries on Friday November 6 to permit the staff to attend a MFLA meeting in Indianapolis. The Rensselaer Library will remain open.

On a motion by Will Doty, seconded by Wanda Stewart, the board voted unanimously to approve the following holiday schedule for 1988: January 1, February 15, May 30, July 4, September 5, November 24, December 24, December 31.

President Miriam Lawyer appointed Wanda Stewart and Mary Linda Casey to the nominating committee.

Mrs. Salyers reported that she attended a workshop sponsored by NIALSA on Censorship. Dr. Jenkinson from IU spoke about the growing problem of parents and library patrons wanting to have materials removed from library shelves and editing textbooks.

President Miriam Lawyer appointed Will Doty and Barbara Leestma to the Five Year Planning Committee. The Board discussed staff and community participation in the updating and revising of the current five year plan. It was suggested that two staff members and six community representatives (two from each library area) be added to the committee.

President Lawyer and Mrs. Salyers reported on attending the recent NILBA meeting. Mrs. Lawyer announced that Jasper County Public Library would host the August 31, 1988 meeting. There was a brief discussion of possible sites for the meeting.

On a motion by Will Doty, seconded by Barbara Leestma, the board voted unanimously to adopt the donation form as presented.

The Board directed Mrs. Salyers to pursue the possibility of establishing a Scholarship Fund in regards to continued funding, legal issues, and recording keeping. This scholarship fund would be for staff members who needed monies to attend college or library conferences.

DEMOTTE BUSINESS Mrs. Salyers noted that four families in the DeMotte area had questioned the suitability of the book Devils & Demons by Rhoda Blumberg as wells as any books on devils or demons for children. She further stated that Mrs. Daugherty and she will be meeting with the families as soon as a time can be arranged.

Mrs. Salyers stated that the rearrangement of the furniture had been completed.

Mrs. Salyers further reported on the Brown Bag Lunch program currently in progress on Tuesdays at the DeMotte Library. Mrs. Daugherty planned and is executing the program which runs from Oct. 6 -May 3.

RENSSELAER BUSINESS: Mrs. Salyers reported that she would be meeting with Dan Fogerty, a building preservation expert, concerning the cleaning and tuckpointing of the Rensselaer building. After researching, Mrs. Salyers discovered that there are times when cleaning and tuckpointing are not necessary and could be detrimental to the brick.

ADJOURNMENT: On a motion by Will Doty, seconded by Bob Souza, the regular meeting adjourned at 8:30 pm.

WHEATFIELD BUSINESS: Executive session began 8:30 pm and ended at 9:00 pm. The Board discussed the evaluation of the staff at the Wheatfield Library.

MINUTES.....OCTOBER 12, 1987

An Additional Appropriation Hearing for the Construction fund was held on October 12, 1987 at 7:00 pm. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Barbara Leestma, treasurer, Mary Linda Casey, Bob Souza, trustees, and Cathy Salyers, director.

Since there was no one present from the public to offer any protest, the board adopted the resolution to request \$5,400 to be used for furniture and equipment for the Wheatfield Library.

By consensus, the hearing adjourned at 7:10 pm.

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of October 1987

	Beginning	Spent	Spent	Ending
	Appropriation	this Month	to Date	Appropriation
Salary - Librarian - Director	24,000.00	20000.00	20000.00	40000.00
Salary - Assistants	173,635.00	15136.24	150132.78	235022.2
Salary - Janitors	7,665.00	643.76	4177.93	34870.7
Employees Benefits	20,050.00	1271.32	13956.02	60939.8
Other Personal Services	1,000.00			1000.00
Office Supplies	4,500.00	3276.1	2051.09	24489.1
Operating Supplies	3,950.00	760.3	2006.33	19436.7
Repair & Maint. Supplies	700.00	36.9	747.38	473.8
Other Supplies	6,000.00	462.97	4473.94	15360.6
Professional Services	1,501.00			1501.00
Communication & Transportation	15,500.00	7128.6	15332.29	6966.71
Printing & Advertising	600.00	65.5	253.27	346.73
Insurance	7,350.00		6026.30	1323.70
Utility Services	20,600.00	1251.95	12940.15	7659.85
Repairs & Maint-Bldg's & Equip	14,600.00	1083.26	4505.40	10094.60
Rentals	400.00	20.00	347.00	53.00
Other-dues, int. loans, tax	901.00		1095.10	194.10
Transfer to Lib. Improv. Res.	15,000.00			15000.00
Maintenance Contracts	3,750.00	155.00	2729.25	1020.75
Land and Buildings-Capital	2.00			2.00
Furniture & Equipment	10,000.00	1902.61	5869.06	4130.94
Books	62,000.00	3192.18	35079.52	26920.48
Periodicals and Newspapers	7,000.00		7712.27	712.27
Non-print Materials	10,000.00	745.76	3516.10	6483.90
	410,704.00	28991.79	216152.18	134551.82
Beginning Balance	266204.01			
Plus Deposits	300987.74			
Minus Checks	313179.99			
Ending Balance	253911.76			

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4
Balance of All Funds		Month <u>October</u>	1987	
Super Now Checking Account - Bank One - Rensselaer, Indiana				1
Operating Fund Balance			142,124.6	2
Rensselaer Gift Fund Balance			281.33	3
DeMotte Gift Fund Balance			2383.18	4
Wheatfield Gift Fund Balance			5989.0	5
Bond Account - DeMotte # 1			6261.30	6
Bond Account - Wheatfield # 2			28750.20	7
Milroy Grant			2002.05	8
LIRF Balance				9
Reserve for Taxes			2356	10
				11
				12
				13
Total of All Accounts in - Bank One Checking Account			54512.98	14
Construction Fund Checking Account - Bank One #21-1702-6			6622.75	15
				16
Investments - Bank One				17
				18
Operating Certificate of Deposit			10000000	19
#90012304-8-24-1987 to maturity 8-24-1988				20
				21
Hi-Fi Account #70-193-6				22
Operating Money		6411.88		23
DeMotte # 1 - Bond		1711.65		24
Wheatfield # 2 - Bond		6902.32		25
Total money in Hi-Fi Account				26
				27
Total Investments			177135.85	28
				29
Balance of All Funds			238271.58	30
Ending <u>October</u> 1987				31
				32
				33
				34
				35
				36
				37
				38
				39
				40

OPERATING FUND

BILLS TO BE ALLOWED

NOVEMBER 9, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	264.95
NIPSCO	3.51	DeMotte	267.73
NIPSCO	3.51	Wheatfield	428.87
Northwestern Ind. Tele. Co.	3.21	DeMotte	177.59
United Telephone Co.	3.21	Rensselaer-\$200.79	306.97
	4.40	Telephones-R-\$106.18	
United Telephone Co.	3.21	Wheatfield	79.00
		TOTAL [A]	1,525.21

Other Claims:

Ace Hardware	4.40	Hammer-D-\$8.29	30.57
	2.31	Jan. Sup.-D-\$22.28	
Associated Libraries, Inc.	4.51	Books	55.87
Austin Book Sales	4.51	Books	147.75
Baker & Taylor	4.51	Books	405.52
Baker & Taylor	GIFT FUND-Rensselaer-\$15.00		2,932.11
	4.51	Books-\$2,917.11	
Becker, Bobby	3.96	Mowing-D	15.00
Becker, Margaret	3.23	Mileage	99.20
Bray, Julie	3.23	Mileage	8.80
Brodart Co.	2.41	Sysdac Tape & Ribbons	165.50
Cheerful Earfuls	4.53	Recordings	44.41
The Children's Book Council, Inc.	2.41	Library Supplies-CR	32.77
Children's Magazine Guide	GIFT FUND-DeMotte		16.00
Concern for Dying	4.51	Books	6.00
Cy DeCosse Inc.	4.51	Books	107.60
Daugherty, Lynn	4.51	Books-\$22.13	60.92
	3.23	Mileage-\$13.00	
	GIFT FUND-DeMotte-\$25.79		
Demco	4.51	Processing Sup.-\$16.71	87.20
	MILROY GRANT FUND-\$70.49		
Eastern National	4.51	Books	27.65
Fagen Pharmacy	2.41	Film-\$19.49	24.54
	MILROY GRANT FUND-\$5.05		
J.G. Ferguson Publishing Co.	GIFT FUND-Wheatfield		94.45
Fogerty Partnership Architects	3.11	Consulting Services	125.00
Frank B. Hall & Co.	1.23	Group Insurance	400.00
The H.W. Wilson Company	4.51	Books	158.00
Heritage Office Products Inc.	2.13	Office Sup.-\$119.28	121.75
	4.40	Paper Punch-R-\$1.24	
	4.40	Paper Punch-D-\$1.23	
Highsmith	2.13	Software-\$44.28	50.96
	4.40	Copyright Signs-\$6.68	
Indiana Library Trustee Asso.	3.91	Dues-1988	328.56
Ingram	4.53	VHS	81.25
Jasper County Abstract Co.	4.51	Books	82.00
Kankakee Valley Post-News	3.31	Advertising	9.39
Kaper's Building Material, Inc.	2.21	Janitorial Sup.-D	18.00
Martin, Mary K.		MILROY GRANT FUND	62.40

Modern Sound Pictures	3.72	Movie Rental	32.98
National Career Workshops	3.24	Prof. Mtg.-Bray,Weber	118.00
NIALSA	3.24	Professional Meeting	10.00
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	150.00
Quill Corporation	4.40	Divider-R	143.16
Regent Book Company	4.53	Recordings	40.90
Rensselaer Republican	3.31	Advertising	9.39
Rockbottom Books	4.51	Books	49.17
Rose Records	4.53	Records	46.94
Salyers, Catherine A.	3.23	Mileage-\$79.00	98.25
	3.24	Prof. Mtg.-\$19.25	
Salyers, Catherine A.	PETTY	CASH-Rensselaer	29.53
	4.51	Books-\$.75	
	2.42	Other Sup.-\$10.78	
	2.41	Library Sup.-\$5.00	
	3.22	Postage-\$13.00	
Schultz's Family Store	2.13	Off. Sup.-CR-\$6.01	12.52
	GIFT	FUND-Rensselaer-\$6.51	
Sears	4.40	Blinds-D	216.00
Silver Burdett Press	4.51	Books	63.25
Simplex Time Recorder Co.	3.95	Maintenance Contract-W	300.00
Upstart	2.41	Library Sup.-W-\$102.26	297.78
	2.41	Library Sup.-D-\$64.67	
	GIFT	FUND-Rensselaer-\$103.14	
	GIFT	FUND-DeMotte-\$27.71	
Walgreens	2.21	Jan. Sup.-R-\$2.78	5.57
	2.41	Film-R-\$2.79	
Wallmann's	2.21	Jan. Sup.-R-\$7.94	9.92
	2.41	Batteries-W-\$1.98	
Weber, LaDonna	3.23	Mileage	23.16
		TOTAL [B]	7,468.19
		TOTAL [A] + [B]	8,993.40

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
damstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$5,759.00	\$78,928.00	(\$2,478.00)
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	5,759.00	520,069.81	(\$1,198.26)

BOND	\$500,000.00
INTEREST	\$26,665.31
CHECKS	\$520,070.21 -40
BALANCE LAST MONTH	\$6,595.10
INTEREST	\$27.65
CHECKS	\$0.00
BALANCE	\$6,622.75

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

OCTOBER

19⁸⁷

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Ren. filled 45 req. for D&W 29	DeM filled 18 req. for Ren 35	Wh filled 29 req. for D&R 3
b. Received	19	21	2
c. Outstanding	10	14	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	7NR 60 R 45 C	86	50
b. Total Registered	10,233		
3. REFERENCE QUESTIONS			
a. Telephone	192	175	209
b. In Person	503	381	273
4. LOCAL HISTORY-GENEALOGY			
a. In person	10		
b. Microfilms Used	1		
c. Research by Mail	0		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING October 31 1987

	19 <u>86</u>	19 <u>87</u>
Monthly Circulation	<u>16,015</u>	<u>16,493</u>
Daily Average	<u>593</u>	<u>611</u>
January to Date		
Total Circulation	<u>155,842</u>	<u>160,132</u> +3%

Rensselaer	<u>258</u>	/day
DeMotte	<u>217</u>	/day
Wheatfield	<u>136</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction				1,142	1		1	686			1	399
Non-Fiction			2	1,246	4		3	903			4	526
Paperbacks				352			1	589				694
CHILDREN'S BOOKS:												
Fiction			2	1,805	4			1,721			19	880
Non-Fiction				892	8			612			1	272
FILMSTRIPS				3								
MAGAZINES:												
Adult				451			1	549				227
Children				33								
MAPS, PICTURES, PHOTOS, PRINTS				22				8				33
MICROFILM												
PAMPHLETS	86		45	228				103	141			23
SOUND RECORDINGS			1	185				139			1	35
CED's								10				17
VHS's				605			2	545			1	558
TOTAL	86		50	6,964	17		8	5,865	141		27	3,664
Percent of Increase (+) or Decrease (-)				+6%				+10%				-11%

DECEMBER

1. Minutes
2. Bills/Financial Statements
 - 2.1 Operating Fund
 - 2.2 Construction Fund
 - 2.3 Payroll
 - 2.4 Bills
 - 2.5 Appropriation Transfers
 - 2.6 Transfer to LIRF
 - 2.7 Encumbrances
3. Election of Officers
4. Director's Report
 - 4.1 Circulation
 - 4.2 Insurance Bids
 - 4.3 Freedom to Read Statement
 - 4.4 Five Year Plan
 - 4.5 No smoking law
 - 4.6 General Milroy Report
 - 4.7 Fines-A-V items returned in box drop
5. Rensselaer Business
 - 5.1 Pollyanne Sydow's resignation
 - 5.2 Replacement of Tech. Services Manager
 - 5.3 Fogerty Contract/Repairs to Building
6. Wheatfield Business
 - 6.1 Well at Old Library
 - 6.2 Computers
7. DeMotte Business

MINUTES.....November 9, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on November 9 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Frank Wright, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Wanda Stewart, seconded by Bob Souza the minutes from the October 12 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Frank Wright, seconded by Wanda Stewart, the resolution for the Additional Appropriation for the Construction Fund was unanimously passed.

On a motion by Bob Souza, seconded by Frank Wright, the bills, financial statement, construction fund financial statement and payroll were unanimously approved as presented with a noted \$.40 discrepancy in the construction fund.

DIRECTOR'S REPORT: After a discussion, the board voted unanimously to enter into a contract with the Motion Picture Licensing Corporation for a blanket license to perform certain VHS tapes in the library system, on a motion by Bob Souza, seconded by Frank Wright.

Mrs. Salyers reported that the circulation figures showed an overall increase over October 1986 with only Wheatfield's total dropping slightly.

Mrs. Salyers reported changes in Indiana law affecting libraries. All bonds on employees are to be filed with the county recorder. Public officials and employees are prohibited from having either a direct or indirect interest in transactions with units of government which they serve unless a Uniform Conflict of Interest Disclosure Statement is submitted. The library may buy materials and goods on the open market up to \$25,000. Libraries now must advertise to hire an architect, engineer or land surveyor. Smoking is now prohibited in public buildings unless the governing body designates a smoking area. After a discussion, the board by consensus decided not to designate a smoking area at this time.

Will Doty reported on his trip to the MFLA conference. He submitted materials that he obtained at the conference that he thought would be of interest to the board including information on evaluating a director, ongoing board education, and self-evaluating. Mrs. Salyers reported that

she attended a workshop on public speaking and several meetings on literacy. She was a presenter at a recent AIME district conference and attended a bookkeeping workshop. At the latter workshop, Mrs. Salyers stated that it was suggested that the library switch to City & Town Forms for financial accounting.

On a motion by Bob Souza, seconded by Will Doty, the board unanimously approved a monetary donation form to be professionally printed and distributed to the public.

At 7:44 pm the board entered executive session to discuss annual staff evaluations. Executive session ended by consensus at 8:20 pm after discussing staff evaluations.

RENSSELAER BUSINESS: Mrs. Salyers presented a report by Dan Fogerty on the condition of the exterior of the Rensselaer building. Mr. Fogerty's report recommended that the building not be cleaned but suggested that some tuckpointing and general maintenance would be necessary. The board directed Mrs. Salyers to contact Mr. Fogerty concerning writing specifications for the project.

DEMOTTE BUSINESS: Will Doty reported that shrubbery and trees were trimmed to enhance the outside of the DeMotte building. New light bulbs were installed in the outdoor lights, and a further inspection would be needed to determine if more lighting was needed.

ADJOURNMENT: By consensus the board adjourned the meeting at 8:40 pm.

ENCUMBERED FROM 1987

P.O. Number	Vendor	Amount
1312	Children's Press	\$ 8.95
1313	Golden Craft	10.95
1314	Cavendish/Lerner	8.95
1326	Daisey Book Co.	18.98
1401	Mumford Library Book Sales	13.95
1413	Bound to Stay Bound	8.26
1441	Daisey Book Co.	17.98
1495	Main Line	409.00
1496	Davidson Titles	28.85
1508	Faulkner Library Services	24.50
1576	University Book Service	2.98
1601	Associated Libraries	71.29
1649	Baker & Taylor	28.33
1662	Baker & Taylor	187.45
1672	Baker & Taylor	257.95
1678	Baker & Taylor	277.20
1680	Baker & Taylor	3.95
1697	Baker & Taylor	448.25
1710	National Geographic Society	26.95
1716	Perma-Bound	1,512.99
1717	Gale Research Co.	290.00
1721	Demco -- Processing Supplies	74.21
1723	Barron's Educational Service	19.75
1724	Standard & Poor	445.00
1726	Baker & Taylor	3,332.18
1727	Creative Education, Inc.	67.26
1730	The College Board	9.95
1731	Guild Press of Indiana	13.95
1732	Gale Research	1,840.40
1733	H. W. Wilson	3,059.00
1734	Baker & Taylor	853.83
1735	Highsmith	418.95
	Total -- Books 4.51	\$13,792.19

1611	Rose Records	\$ 19.95
1646	Rose Records	15.96
1652	Rose Records	47.88
1681	Rose Records	23.94
1699	Rose Records	79.80
1712	Rose Records	31.92
1715	Ingram	1,008.01
1728	Listening Library	31.80
1729	Cheerful Earfuls	107.09
	Total -- Recordings	\$1,366.35

Jasper County Public Library

North Van Rensselaer Street

Rensselaer, Indiana 47978

Month of 1987

	Beginning	Spent	Spent	Ending	
	Appropriation	this Month	to Date	Appropriation	
Salary - Librarian - Director	24,000.00	2000000	2200000	2000000	1
Salary - Assistants	173,635.00	1529459	16542737	820763	2
Salary - Janitors	7,665.00	55628	473421	293079	3
Employees Benefits	20,050.00	127638	1523240	481760	4
Other Personal Services	1,000.00			100000	5
Office Supplies	4,500.00	16965	259686	190314	6
Operating Supplies	3,950.00	8127	208760	186240	7
Repair & Maint. Supplies	700.00		74738	- 4738	8
Other Supplies	6,000.00	36997	484391	115609	9
Professional Services	1,501.00	12500	12500	137600	10
Communication & Transportation	15,500.00	100028	953357	596643	11
Printing & Advertising	600.00	939	26266	33734	12
Insurance	7,350.00	40100	642730	92270	13
Utility Services	20,600.00	96155	1390170	669830	14
Repairs & Maint-Bldg's & Equip	14,600.00		450540	1009460	15
Rentals	400.00	3298	37998	2002	16
Other-dues,int. loans,tax	901.00	32856	142366	- 52266	17
Transfer to Lib. Improv. Res.	15,000.00			1500000	18
Maintenance Contracts	3,750.00	32650	305575	69425	19
Land and Buildings-Capital	2.00			200	20
Furniture & Equipment	10,000.00	47764	634670	365330	21
Books	62,000.00	405951	3913903	2286097	22
Periodicals and Newspapers	7,000.00		771227	- 71227	23
Non-print Materials	10,000.00	21350	372960	627040	24
	410,704.00	2768405	31421235	9649165	25
					26
					27
					28
					29
					30
					31
Beginning Balance					32
Plus Deposits					33
Minus Checks					34
Ending Balance					35
					36
					37
					38
					39

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4	
Balance of All Funds		Month	NOVEMBER	1987	
Super Now Checking Account - Bank One - Rensselaer, Indiana					1
Operating Fund Balance			9267536		2
Rensselaer Gift Fund Balance			27068		3
DeMotte Gift Fund Balance			236868		4
Wheatfield Gift Fund Balance			66935		5
Bond Account - DeMotte # 1			626130		6
Bond Account - Wheatfield # 2			2875020		7
Milroy Grant			186411		8
LIRF Balance					9
Reserve for Taxes					10
Reserve for Insurance			6987		11
Total of All Accounts in - Bank One Checking Account				13292955	12
Construction Fund Checking Account - Bank One #21-1702-6				667939	13
Investments - Bank One					14
Operating Certificate of Deposit					15
#90012304-8-24-1987 to maturity 8-24-1988			10000000		16
Hi-Fi Account #70-193-6					17
Operating Money		64188			18
DeMotte # 1 - Bond		171165			19
Wheatfield # 2 - Bond		7513964			20
Total money in Hi-Fi Account			7749317		21
Total Investments				17749317	22
Balance of All Funds					23
Ending NOVEMBER 1987				31710211	24

OPERATING FUND

BILLS TO BE ALLOWED

DECEMBER 14, 1987

Utilities:

City of Rensselaer	3.51	Rensselaer	326.53
NIPSCO	3.51	DeMotte	340.41
NIPSCO	3.51	Wheatfield	470.39
Northwestern Ind. Tele. Co.	3.21	DeMotte	126.40
United Telephone Co.	3.21	Rensselaer	204.95
United Telephone Co.	3.21	Wheatfield	78.96
		TOTAL [A]	1,547.64

Other Claims:

Ace Hardware	2.21	Janitorial Sup.-D	15.35
AFNB	BOND &	INTEREST REDEMP. FUND #2	110,956.25
American Library Association	2.41	Best Gift Pub.-R,D,W	43.85
American Library Association	3.91	Dues-1988	330.00
Arnold, Chuck	3.61	Maintenance-D	210.00
Baker & Taylor	4.51	Books	258.75
Baker & Taylor	4.51	Books-\$2,315.60	2,317.56
		GIFT FUND-Rensselaer-\$1.96	
Becker, Margaret	3.23	Mileage	99.20
Ben Franklin	2.41	Library Sup.-D-\$23.46	31.08
		GIFT FUND-DeMotte-\$7.62	
Bray, Julie	3.23	Mileage	52.40
ridges Electric	3.61	Electric Repairs-R	79.70
Brodart Co.	2.41	Sysdac Tape & Cards	707.13
Campbell Printing Co.	3.32	Donation Bro.-\$79.53	82.28
	2.41	Envelopes-Best Gift Cam.-\$2.75	
Chamber of Commerce	3.91	Dues-1988	25.00
Clements Research, Inc.	4.51	Books	122.50
Commerce Clearing House, Inc	4.51	Books	19.44
Country Woman	GIFT FUND-Wheatfield		9.98
Daugherty, Lynn	4.51	Books	34.95
Davidson Titles, Inc.	4.51	Books	97.02
Demco	4.40	Equipment-R-\$5.20	748.21
	2.41	Library Sup.-\$101.45	
	4.51	Processing Sup.-\$641.56	
DeMotte State Bank	BOND &	INTEREST REDEMP. FUND #1	16,278.75
DeMotte State Bank	BOND &	INTEREST REDEMP. FUND #1	25.00
Duggleby, Mary	3.23	Mileage	54.38
Econo-Clad Books	4.51	Books	41.48
Fagen, Charlotte	3.23	Mileage	62.60
Fagen Pharmacy	2.41	Decorations-D-\$6.59	10.97
		GIFT FUND-DeMotte-\$4.38	
Fagen Pharmacy	2.41	Film & Batt.-R-\$22.48	32.36
	2.21	Bug Spray-R-\$5.89	
	2.21	Blind Cleaner-W-\$3.99	
Fase's	3.62	Vacuum Repair-W	20.00
Grolier Educational Corp.	4.51	Books-\$2,483.95	2,641.40
		GIFT FUND-DeMotte-\$157.45	
Grunko Films, Inc.	4.53	VHS	162.80
Hamstra Builders Inc.	3.61	Repairs-W	27.50
Harvey's	2.41	Felt-W-\$11.60	13.79
	4.40	Spray Bottle-W-\$2.19	
Heritage Office Products	2.13	Office Sup.-\$98.55	377.49

Jasper County Public Library

Rensselaer Public Library, Headquarters

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Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library: Now, therefore:

Be it resolved by the Library Board of Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	<u>AMOUNT APPROPRIATED</u>	<u>AMOUNT REDUCED</u>
LIBRARY OPERATING FUND		LIBRARY OPERATING FUND
1. PERSONAL SERVICES		1. PERSONAL SERVICES
Salary of Assistants	\$6,500	Wages of Janitor \$2,200
		Employee benefits 3,300
		Other Personal Sev. 1,000
TOTAL	\$6,500	\$6,500
2. SUPPLIES		2. SUPPLIES
Repairs & Main. Sup.	\$ 58	Operating supplies \$ 166
Other supplies	108	
TOTAL	\$ 166	\$ 166
3. OTHER SERVICES AND CHARGES		3. OTHER SERVICES AND CHARGES
Library Improvement		Repairs &
Reserve Fund	\$9,500	Maintenance \$9,500
Other..Dues, Int. etc.	\$1,000	Utility Services \$1,000
4. CAPITAL OUTLAYS		4. CAPITAL OUTLAYS
Periodicals &		Books
Newspapers	\$ 713	\$ 713

Presented to the Jasper County Public Library Board, read in full and adopted
this 14 day of December, 1987, by the following aye and nay vote.

AYE	NAY
<i>William D. Doty</i>	
<i>Manda Stewart</i>	
<i>Miriam Sawyer</i>	
<i>Nancy Lendin Carg</i>	
<i>Bubba Lashley</i>	

	2.42	Copier Paper-\$68.60	
	4.40	Chair-R-\$66.00	
	4.40	Chair-W-\$66.00	
	4.40	Signs-R,D,W-\$78.34	
the Highsmith Co., Inc.	4.53	Processing Sup.-\$246.00	265.99
	4.40	Furniture-CR-\$19.99	
Indiana Chamber of Commerce	4.51	Books	12.00
Indiana Historical Society	3.91	Dues-1988	15.00
Indiana Library Association	3.91	Dues-1988	100.00
Ingram	4.53	VHS	1,292.48
Jacobsens Inc.	3.95	Service Contract-D	108.00
Kaper's Building Material	2.31	Repair Supply-D	9.84
MacMillan Publishing Co.	4.51	Books	759.00
Main Line Book Company	4.51	Books	37.38
Martin, Mary	3.23	Mileage-\$56.00	102.80
	MILROY	GRANT-\$46.80	
Monroe	2.42	Copier Paper	242.04
Mollenaar & Hughes	3.96	Lawn Care-W	34.25
National Geographic Society	4.51	Books	21.25
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Paxco, Inc.	4.51	Books	14.89
Postmaster General	3.22	Postage	153.00
Quill Corporation	2.13	Office Supplies-\$157.91	171.63
	4.40	Binders-\$13.72	
R.R. Bowker	4.51	Books	428.81
R W Pool Co., Inc.	2.21	Facial Tissue-R-\$14.47	55.31
	2.21	Towels-W-\$40.84	
Robbins Associates	4.40	Levelor Blinds-W	488.00
Rose Records	4.53	Recordings	289.33
Salysers, Catherine A.	3.23	Mileage	76.80
Salysers, Catherine A.		PETTY CASH-DeMotte	26.43
	3.22	Postage-\$5.10	
	2.41	Library Sup.-D-\$14.05	
	2.21	Janitorial Sup.-D-\$3.69	
	2.13	Office Sup.-D-\$1.23	
		GIFT FUND-DeMotte-\$2.36	
Salysers, Catherine A.		PETTY CASH-Rensselaer	9.65
	3.22	Postage	
Salysers, Catherine A.		PETTY CASH-Wheatfield	4.54
	3.22	Postage-\$2.75	
		GIFT FUND-Wheatfield-\$1.79	
Schultz's Family Store	2.41	Craft Sup.-CR	19.29
Silver Burdett Press	4.51	Books	69.20
Smith True Value	2.21	Caulk-R	17.64
Stricklin, Van	3.62	Projector Repair-D	43.00
Sydow, Pollyanne	3.23	Mileage	42.00
Tachtiris, Jill	3.23	Mileage	51.00
Thompson Electronics	3.72	Repair Videocassettes	37.35
Tysen's Country Grocery		GIFT FUND-DeMotte	24.14
Wallmann's	2.21	Janitorial Sup.-R	41.34
Weber, La Donna	3.23	Mileage-\$56.04	771.73
	4.53	Records-\$715.69	
Weston Woods	4.53	Cassettes	98.70
World Book, Inc.	4.51	Books	998.00
Bank One	3.91	Stop Payment on Check	5.00
		TOTAL [B]	142,937.98
		TOTAL [A] + [B]	144,485.12

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
lamstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00	\$5,759.40	\$78,929.40	(\$2,479.40)
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	5,759.40	520,071.21	(\$1,199.66)

BOND	\$500,000.00
INTEREST	\$26,692.96
CHECKS	\$520,071.21

BALANCE LAST MONTH	\$6,622.75
INTEREST	\$28.69
CHECKS	\$0.00

BALANCE	\$6,651.44
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Jasper County Public Library

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*De Motte Branch
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*Wheatfield Branch
Wheatfield, Indiana 46392*

C E R T I F I C A T E

I, THE UNDERSIGNED *Manda Stewart* OF
Secretary
JASPER COUNTY PUBLIC LIBRARY, JASPER COUNTY, INDIANA, DO HEREBY CERTIFY TO THE
AUDITOR OF JASPER COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE
PROCEEDINGS HAD WITH RESPECT TO APPROPRIATION TRANSFER ADOPTED BY THE LIBRARY
OF JASPER COUNTY, INDIANA, AT A REGULAR MONTHLY MEETING.

DATED THIS 14 DAY OF DECEMBER, 1987.

Manda Stewart
Jasper County Public Library

Secretary

Jasper County Public Library

Rensselaer Public Library, Headquarters

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De Motte Branch
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Wheatfield Branch
Wheatfield, Indiana 46392

December 14, 1987

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library; Now, Therefore:

Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

AMOUNT APPROPRIATED

LIBRARY OPERATING FUND

1. PERSONAL SERVICES

Salary of Assistants \$ 3,000

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

AMOUNT REDUCED

LIBRARY OPERATING FUND

3 OTHER SERVICES AND CHARGES

Communication & Transportation \$3,000

Presented to the Jasper County Public Library Board, read in full and adopted this 14 day of December, 1987, by the following aye and nay vote.

AYE

NAY

W. Allen D. Doty

Manda Stewart

William George

Thurman C. Carg

Robert L. Lott

Jasper County Public Library

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Wheatfield, Indiana 46392

December 14, 1987

The Jasper County Public Library Board hereby resolves to transfer \$24,500 for the 1987 Library Improvement Reserve Fund Appropriation to the Library Improvement Reserve Fund.

Wilbur D. Doty

Shada Stewart

Miriam Furger

Raymond C. Carg

Barbara Laster

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

November 19 87

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens filled 63 request for D&W 31	Dem filled 14 req for Ren 24	Wheat filled 23 req. for Ren 6
b. Received	18	8	5
c. Outstanding	13	16	1
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	10 NR R 85' Co 50	105	66
b. Total Registered	10,241		
3. REFERENCE QUESTIONS			
a. Telephone	238	203	203
b. In Person	474	395	369
4. LOCAL HISTORY-GENEALOGY			
a. In person	21		
b. Microfilms Used	2		
c. Research by Mail	0		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING November 30, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>14,213</u>	<u>15,288</u>	
Daily Average	<u>592</u>	<u>637</u>	
January to Date			
Total Circulation	<u>170,055</u>	<u>175,420</u>	+3%

Rensselaer	<u>278</u>	/day
DeMotte	<u>220</u>	/day
Wheatfield	<u>154</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	88		2	1,143	55		4	568	74			398
Non-Fiction	120			1,327	68		4	831	61		3	521
Paperbacks	6			383				575				666
CHILDREN'S BOOKS:												
Fiction	77		2	1,580	60		7	1,341	31			738
Non-Fiction	56		3	900	49		4	512	5			206
FILMSTRIPS												
MAGAZINES:												
Adult				462				564				350
Children				26								
MAPS, PICTURES, PHOTOS, PRINTS				21				9				21
MICROFILM												
PAMPHLETS	21		12	177				105	71		4	37
SOUND RECORDINGS	10		3	206	1			70	14		3	47
CED's												6
VHS's	13			458	16			498	7			552
TOTAL	391		22	6,683	249		19	5,063	263		10	3542
Percent of Increase (+) or Decrease (-)				+13.6				+8.6				-3.5

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 60 req. for D & W 30	DeM filled 8 req. for Rens. 34	Wh. filled 9 req. for Rens. 15
b. Received	24	19	15
c. Outstanding	6	15	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	4 NR 69 R 85 C	121	75
b. Total Registered	10,469		
3. REFERENCE QUESTIONS			
a. Telephone	200	112	116
b. In Person	296	241	189
4. LOCAL HISTORY-GENEALOGY			
a. In person	8		
b. Microfilms Used	1		
c. Research by Mail	0		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING December 31, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>12,992</u>	<u>12,312</u>	
Daily Average	<u>541</u>	<u>513</u>	
January to Date			
Total Circulation	<u>183,037</u>	<u>187,732</u>	+3%

Rensselaer	<u>221</u>	/day
DeMotte	<u>176</u>	/day
Wheatfield	<u>129</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	26		5	1,009	14		2	515	11			386
Non-Fiction	44			1,016	37		6	614	32			454
Paperbacks				225				529				551
CHILDREN'S BOOKS:												
Fiction	43			1,096	6		8	980				515
Non-Fiction	29			548	10		3	290	7			143
FILMSTRIPS				2								
MAGAZINES:												
Adult				442			8	447				265
Children				16			3					
MAPS, PICTURES, PHOTOS, PRINTS				12				13				31
MICROFILM												
PAMPHLETS	48		128	101				58				23
SOUND RECORDINGS	25			192	10			69	66			71
CED's				7	14			12				
VHS's	39		1	591	91			531	11			518
TOTAL	254		134	5,297	182		30	4,058	127			2957
Percent of Increase (+) or Decrease (-)				-6%				-2%				-8%

AGENDA.....January 11, 1988

1. Minutes

2. Bills/Financial Statements

- 2.1 Operating Fund
- 2.2 Construction Fund
- 2.3 Payroll
- 2.4 Bills
- 2.5 1988 Salary Schedule

3. Director's Report

- 3.1 Circulation
- 3.2 Insurance Bids
- 3.3 Five Year Plan
- 3.4 Approval of City and Town Ledger Forms

4. Rensselaer Business

5. Wheatfield Business

6. DeMotte Business

MINUTES.....December 14, 1987

The regular monthly meeting of the Jasper County Public Library Board was held on December 14 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Mary Linda Casey, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Will Doty, seconded by Wanda Stewart the minutes from the November 9 meeting were unanimously accepted as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Will Doty, seconded by Barbara Leestma, the bills, financial statement, construction fund financial statement and payroll were unanimously accepted as presented.

On a motion by Wanda Stewart, seconded by Mary Linda Casey, a resolution was passed unanimously on the following appropriation transfers: \$3,000 from Communication and Transportation to Salary of Assistants; \$6,500 from Wages of Janitors (\$2200), Employee Benefits (\$3,300), and Other Personal Services (\$1000) to Salary of Assistants; \$166 from Operating Supplies to Repairs & Maintenance Supplies (\$58) and Other supplies (\$108); \$9,500 from Repairs and Maintenance to Library Improvement Reserve Fund; \$1,000 from Utility Services to Dues, Interest... and \$713 from Books to Periodicals & Newspapers.

On a motion by Mary Linda Casey, seconded by Wanda Stewart, the board voted unanimously to move \$24,500 from the 1987 LIRF appropriation to the Library Improvement Reserve Fund.

On a motion by Will Doty, seconded by Barbara Leestma, the board voted unanimously to encumber funds detailed on enclosed page with totals being: Operating Fund \$13,792.19 for books (4.51), \$1,366.35 for audio-visual (4.53), and \$655 for furniture and equipment (4.40); and Construction Fund \$5,400 for furniture and equipment.

ELECTION OF OFFICERS: Nominating Committee Chairperson Mary Linda Casey moved to elect the following slate of officers for 1988: Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, and Barbara Leestma, treasurer. The motion was seconded by Bob Souza, and the motion passed unanimously.

DIRECTOR'S REPORT: Mrs. Salyers presented the monthly circulation report noting that the total circulation for November was higher than in 1986.

Mrs. Salyers reported that insurance bid packages had been distributed to insurance companies.

On a motion by Mary Linda Casey, seconded by Bob Souza, the board voted unanimously to adopt the 1980 revised version of the Library Bill of Rights.

The Five-Year Plan was discussed briefly. In January, potential community representatives will be sought for membership on the Five-Year Planning Committee.

Current legislation concerning smoking in public buildings was discussed.

Mrs. Salyers presented a report prepared by Mary K. Martin on the Milroy Grant Project.

On a motion by Will Doty, seconded by Mary Linda Casey, the board voted unanimously to charge \$1.00 for A-V materials stamped DO NOT RETURN IN BOOK DROP that are returned in the book drop.

RENSSELAER BUSINESS: Mrs. Salyers reported that Pollyanne Sydow had tendered her resignation effective at the end of December. Until a replacement can be found, Lois Ricker will be working in Technical Services three days per week, Kathy Padgitt will work 2 hr. per day, and other staff members from Wheatfield and DeMotte will work at least one day per week.

The board directed Mrs. Salyers that an additional \$2,000 would be made available for hiring a professional librarian to head the Technical Services department.

A contract from Dan Fogerty for overseeing repairs and maintenance work on the Rensselaer building was accepted by consensus and signed by President Miriam Lawyer.

WHEATFIELD BUSINESS: Mrs. Salyers reported that the Old Wheatfield Library has well problems. DeYoung Heating & Plumbing will be fixing it.

Computers have been ordered for the Wheatfield Library including 2 Apple II GS and 2 Apple II E.

DEMOTTE BUSINESS: Will Doty reported that a basement window was broken.

ADJOURNMENT: On a motion by Bob Souza, seconded by Will Doty, the meeting adjourned at 8:15 pm.

OPERATING FUND

BILLS TO BE ALLOWED

JANUARY 11, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer-\$452.50	572.50
	3.95	Alarm Ser.-R-\$120.00	
NIPSCO	3.51	DeMotte	321.35
NIPSCO	3.51	Wheatfield	231.25
Northwestern Ind. Tele. Co.	3.21	DeMotte	106.68
United Telephone Co.	3.21	Rensselaer	193.40
United Telephone Co.	3.21	Wheatfield	78.98
		TOTAL [A]	1,504.16

Other Claims:

A.E. Boyce Co., Inc.	2.11	Ledgers	57.49
Ace Hardware	2.21	Janitorial Sup.-D	30.46
American Library Association	4.52	Subscription-D	51.00
Associated Libraries, Inc.	4.51	Books - <i>24.52</i>	24.52
Austin Book Sales	4.51	Books - <i>172.39</i>	172.39
Baker & Taylor	4.51	Books	143.01
Baker & Taylor	4.51	Books - <i>490.93</i>	490.93
Becker, Margaret	3.23	Mileage	111.60
Belstra Milling Co., Inc.	2.21	Ice Melt-D	12.75
Ben Franklin		GIFT FUND-Wheatfield	20.88
Brodart Co.	2.41	Sysdac Tape	77.13
Children's Press	4.51	Books	56.92
Congressional Quarterly Inc.	4.52	Subscription-R	415.00
Constructive Playthings	4.40	Equipment-CR-R - <i>91.30</i>	93.97
Creative Education, Inc.	4.51	Books - <i>67.26</i>	73.45
Demco	4.51	Processing Sup.-\$76.34	94.74
	4.40	Book Easels-W-\$18.40 - <i>92.09</i>	
DeYoung Plumb. & Heating	3.61	Boiler Service-R	28.50
EBSCO	4.52	Subscription-R,D,W	45.54
Facts on File, Inc.	4.52	Subscription-R	420.00
Gale Research Company	4.51	Books - <i>290.00</i>	298.70
Gaylord	4.40	Book Press-W - <i>59.50</i>	64.25
Guild Press	4.51	Books - <i>12.66</i>	12.66
Harvey's	2.21	Light Bulbs-W	4.11
Heritage Office Products Inc.	3.95	Ser.Contract-R-\$120.75	350.75
	3.95	Ser.Contract-W-\$230.00	
Highsmith	4.51	Software-\$418.95 - <i>470.75</i>	479.31
	4.40	Beanbags-CR-R-\$60.36	
Information Access Company	4.52	Subscription-R	1,482.00
Ingram	4.53	VHS - <i>259.30</i>	259.30
Martin, Mary K.		MILROY GRANT FUND	31.20
Motion Picture Licensing Corp.	3.95	License Agreement	700.00
National Geographic Society	4.51	Books-\$10.35 - <i>26.95</i>	41.55
		GIFT FUND-DeMotte-\$31.20	
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Perma-Bound	4.51	Books - <i>1,165.38</i>	1,165.38
Postmaster General	3.22	Postage	150.00
Rensselaer Readmore	4.52	Newspapers-R	78.30
Rose Records	4.53	Records - <i>16.86</i>	16.86

Red figures indicate 1987 figures based on 1988

Salyers, Catherine A.	3.23	Mileage	32.80
Salyers, Catherine A.	3.96	Petty Cash-R,D,W	120.00
Smith True Value	2.21	IceMelt&Weatherst.-R	24.81
Standard & Poor S.	4.51	Books -445.00	445.00
Tysen's Country Grocery, Inc.		GIFT FUND-Wheatfield	9.83
Upstart	2.41	Library Supply-W-10.95	10.95
Walgreens	2.21	Janitorial Supply-R	41.40
Wall Street Journal	4.52	Subscription-D	119.00
Wallmann's	2.21	Jan. Sup.-R-\$6.87	14.67
	2.21	Jan. Sup.-W-\$7.80	
Weber, LaDonna	3.23	Mileage	25.00
		TOTAL [B]	8,352.12
		TOTAL [A] + [B]	9,856.28

JASPER COUNTY PUBLIC LIBRARY
North Van Rensselaer Street
Rensselaer, Indiana 47978

Month of December 1987

	Beginning Appropriation	Spent this month	Spent to Date	Ending Appropriation
Salary-Librarian-Director	24,000.00	2,000.00	24,000.00	.00
Salary-Assistants	183,135.00	15,071.19	180,498.56	2,636.44
Salary-Janitors	5,465.00	688.23	5,422.44	42.56
Employees Benefits	16,750.00	1,514.86	16,747.26	2.74
Other Personal Services	.00			.00
Office Supplies	4,500.00	266.14	2,863.00	1,637.00
Operating Supplies	3,784.00	130.05	2,217.65	1,566.35
Repair & Maint. Supplies	758.00	9.84	757.22	.78
Other Supplies	6,208.00	1,286.26	6,130.17	77.83
Professional Services	1,501.00		125.00	1,376.00
Communication & Transportation	12,400.00	1,360.03	10,893.60	1,506.40
Printing & Advertising	600.00	79.53	342.19	257.81
Insurance	7,350.00		6,427.30	922.70
Utility Services	19,600.00	1,137.33	15,039.03	4,560.97
Repairs & Maint.Bldg. & Equipment	5,100.00	418.30	4,923.70	176.30
Rentals	400.00		379.98	20.02
Other-Dues,int.loans,tax	1,901.00	470.00	1,893.66	7.34
Transfer to Lib. Improv. Res. Fund	24,500.00			24,500.00
Maintenance Contracts	3,750.00	153.75	3,209.50	540.50
Land and Bldg's-Capital	2.00			2.00
Furniture & Equipment	10,000.00	737.25	7,083.95	2,916.05
Books	61,287.00	8,355.78	47,494.81	13,792.19
Periodicals and Newspapers	7,713.00		7,712.27	.73
Non-print Materials	10,000.00	2,805.00	6,534.60	3,465.40
	<u>410,704.00</u>	<u>36,483.54</u>	<u>350,695.89</u>	<u>60,008.11</u>

Beginning Balance	317,102.11
Plus all deposits	215,359.71
Minus all checks	<u>163,980.58</u>
Ending December Balance	368,481.24

Jasper County Public Library

North Van Rensselaer Street
Rensselaer, Indiana 47978

	1	2	3	4	
Balance of All Funds		Month	December	1987	
Super Now Checking Account - Bank One - Rensselaer, Indiana					1
					2
Operating Fund Balance			235074.79		3
Rensselaer Gift Fund Balance			28068		4
DeMotte Gift Fund Balance			225835		5
Wheatfield Gift Fund Balance			65758		6
Bond Account - DeMotte # 1			- 102373		7
Bond Account - Wheatfield # 2			24980		8
Milroy Grant			181731		9
LIRF Balance					10
Reserve for Taxes					11
					12
					13
Total of All Accounts in - Bank One Checking Account				239344.78	14
					15
Construction Fund Checking Account - Bank One #21-1702-6				6680.25	16
					17
					18
Investments - Bank One					19
					20
Operating Certificate of Deposit					21
#90012304-8-24-1987 to maturity 8-24-1988			100000.00		22
					23
Hi-Fi Account #70-193-6					24
Operating Money			64188		25
DeMotte # 1 - Bond					26
Wheatfield # 2 - Bond			2181433		27
Total money in Hi-Fi Account				2245621	28
					29
Total Investments				12245621	30
					31
Balance of All Funds					32
Ending Dec 1987				368481.24	33
					34
					35
					36
					37
					38
					39
					40

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
LDM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture Equipment	76,450.00		\$78,928.40	(\$2,478.40)
Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	0.00	520,070.21	(\$1,198.66)
BOND	\$500,000.00			
INTEREST	\$26,721.65			
CHECKS	\$520,070.21			
BALANCE LAST MONTH	\$6,651.44			
INTEREST	\$28.81			
CHECKS	\$0.00			
BALANCE	\$6,680.25			

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

December 1987

1. INTERLIBRARY LOANS	RENSSELAER	DEMOTTE	WHEATFIELD
a. ILL Requests	Rens. filled 60 req. for D & W 30	DeM filled 8 req. for Rens. 34	Wh. filled 9 req. for Rens. 15
b. Received	24	19	15
c. Outstanding	6	15	0
d. Films			
No. of Films			
No. of Viewers			
2. REGISTRATION			
a. Borrowers Added	4 NR 69 R 85 C	121	75
b. Total Registered	10,469		
3. REFERENCE QUESTIONS			
a. Telephone	200	112	116
b. In Person	296	241	189
4. LOCAL HISTORY-GENEALOGY			
a. In person	8		
b. Microfilms Used	1		
c. Research by Mail	0		
d. Oral Histories	0		

CIRCULATION STATISTICS

JASPER COUNTY LIBRARY SYSTEM

FOR MONTH ENDING December 31, 1987

	<u>1986</u>	<u>1987</u>	
Monthly Circulation	<u>12,992</u>	<u>12,312</u>	
Daily Average	<u>541</u>	<u>513</u>	
January to Date			
Total Circulation	<u>183,037</u>	<u>187,732</u>	+3%

Rensselaer	<u>221</u>	/day
DeMotte	<u>176</u>	/day
Wheatfield	<u>129</u>	/day

	<u>RENSSELAER</u>				<u>DEMOTTE</u>				<u>WHEATFIELD</u>			
	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated	# Added	# Owned	# Withdrawn	# Circulated
ADULT BOOKS:												
Fiction	26		5	1,009	14		2	515	11			386
Non-Fiction	44			1,016	37		6	614	32			454
Paperbacks				225				529				551
CHILDREN'S BOOKS:												
Fiction	43			1,096	6		8	980				515
Non-Fiction	29			548	10		3	290	7			143
FILMSTRIPS				2								
MAGAZINES:												
Adult				442			8	447				265
Children				16			3					
MAPS, PICTURES, PHOTOS, PRINTS				12				13				31
MICROFILM												
PAMPHLETS	48		128	101				58				23
SOUND RECORDINGS	25			192	10			69	66			71
CED's				7	14			12				
VHS's	39		1	591	91			531	11			518
TOTAL	254		134	5,297	182		30	4,058	127			2957
Percent of Increase (+)				-6%				-2%				-8%

Other than cataloguing and working on the thesaurus of terms, Cathy and I met with Steve Pierson of Indianapolis. Mr. Pierson is a Milroy scholar, having travelled to all of Milroy's Civil War battlefields and forts, and written about, researched and documented Milroy's military service.

We shared information; Pierson examined letters and photographs in our collection that he had not previously seen, and then showed us slides taken of battlefields and forts.

Mr. Pierson agreed to present a program about Milroy and the Civil War at Rensselaer Public Library on 5 May 1988. He is also preparing a slide-tape presentation to be donated to the library collection.

FEBRUARY

AGENDA.....February 8, 1988

1. Minutes
2. Bills/Financial Statements
 - 2.1 Payroll
 - 2.2 Bills
 - 2.3 Operating Fund
 - 2.4 Construction Fund
3. Insurance Bids
4. Director's Report
 - 4.1 Circulation
 - 4.2 Bibliographies
 - 4.3 Five Year Planning Committee
 - 4.4 Budget Committee
5. DeMotte Business
6. Wheatfield Business
7. Rensselaer Business

MINUTES.....January 11, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on ~~December 14~~^{January 11} at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Wanda Stewart, secretary, Barbara Leestma, treasurer, Mary Linda Casey, Bob Souza trustees, Cathy Salyers, library director.

MINUTES: On a motion by Mary Linda Casey, seconded by Wanda Stewart, the minutes from the December 14 meeting were unanimously accepted with noted changes in encumbrance totals.

BILLS/FINANCIAL STATEMENT: On a motion by Bob Souza, seconded by Barbara Leestma, the bills, financial statement, construction fund financial statement and payroll were unanimously accepted noting a discrepancy in the encumbered bills and amount available for encumbering. Mrs. Salyers was requested to investigate the discrepancy.

On a motion by Mary Linda Casey, seconded by Wanda Stewart, the board voted unanimously to accept the 1988 salary schedule as attached.

DIRECTOR'S REPORT: Mrs. Salyers reported a decrease in the monthly circulation for December 1987 as compared to December 1986; however, the annual total circulation increased 3% over 1986.

Mrs. Salyers noted that three bids had been received for the insurance package. The three included Farm Bureau, Century Insurance (DeMotte) and Rykovick Insurance (Merrillville). Further discussion was tabled until the February meeting.

After a lengthy discussion, it was decided to have seven community representatives on the Five Year Planning Committee, three from Rensselaer area, two from DeMotte, and two from Wheatfield. Not more than six, two hour meetings are to be held from February to May. Four staff members and two board members will also serve on the committee. By consensus, Mrs. Salyers was directed to hire a facilitator to run meetings.

On a motion by Mary Linda Casey, seconded by Bob Souza, the board voted unanimously to approve the use of City and Town Ledger Forms effective immediately.

On a motion by Mary Linda Casey, seconded by Wanda Stewart, the board voted unanimously to retain the legal services of Bill Morarity as per the terms of his letter. Upon acceptance of these terms, Mr. Morarity will be expected to

keep track of his time and report to the board at the end of the year.

RENSSELAER BUSINESS: Mrs. Salyers reported Steve Pierson met with Mary K. Martin and her on Saturday to discuss the Milroy project. Mr. Pierson will hold a program on Milroy military career on May 5.

ADJOURNMENT: On a motion by Bob Souza, seconded by Barbara Leestma, the meeting adjourned at 8:48pm.

OPERATING FUND

BILLS TO BE ALLOWED

FEBRUARY 8, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	398.32
NIPSCO	3.51	DeMotte	432.67
NIPSCO	3.51	Wheatfield	1,197.93
Northwestern Ind. Tele. Co.	3.21	DeMotte	131.99
United Telephone Co.	3.21	Rensselaer	152.68
United Telephone Co.	3.21	Wheatfield	75.58
		TOTAL [A]	2,389.17

Other Claims:

A. E. Boyce Co., Inc.	2.11	Purchase Orders	106.39
Ace Hardware	2.21	Janitorial Sup.-D-\$4.98	44.86
	4.40	Equipment-D-\$39.88	
Baker & Taylor	4.51	Books-\$3,748.52 - \$3,748.52	3,946.74
		GIFT FUND-DeMotte-\$198.22	
Bank One	3.72	Safety Deposit Box	12.00
Barron's Educational Series	4.51	Books - \$19.75	20.67
Bray, Julie	3.23	Mileage	56.20
Brodart Co.	2.41	Sysdac Tape & Ribbon	150.55
Campbell Printing Co.	3.32	Factbooks-\$975.63	1,746.39
		GIFT FUND-DeMotte-\$250.00	
		GIFT FUND-Rensselaer-\$250.00	
		GIFT FUND-Wheatfield-\$250.00	
	4.40	Rubber Stamps-\$18.01	
	2.41	Envelope-Best Gift-\$2.75	
Coast to Coast	4.40	Tools	87.76
Consolidated Ins. Agency	3.41	Bonds-Leestma, Daugherty Martin, Weber, Witty	300.00
Dugan's Office Supply	2.13	Office Supplies	1.28
EBSCO	4.52	Magazines-R-\$2,094.40	4,429.12
	4.52	Magazines-D-\$1,186.66	
	4.52	Magazines-W-\$1,148.06	
Fase's	3.62	Vacuum Repair-R-\$20.00	23.00
	2.21	Janitorial Sup.-R-\$3.00	
Fernandez, Barb	3.95	Snow Shoveling-D	60.00
Gale Research Company	4.51	Books - \$1,840.40	1,904.86
Harvey's	2.41	Craft Sup.-CR-\$4.25	4.90
	2.33	Picture Hangers-\$.65	
Heritage Office Products	2.13	Office Sup.-\$137.82	501.41
	4.40	Signs-D-\$57.62	
	4.40	Chair-CR-\$69.00	
	4.40	Stapler-\$6.97	
	3.95	Service Con.-W-\$230.00	
The Highsmith Co., Inc.	4.40	Bookends-D-\$9.76	491.66
	4.40	PB Rack-CR-\$481.90	
Ingram	4.53	VHS - \$111.84	185.93
Jacobsens Inc.	4.40	Typewriter, Printwheels, Stand-D-\$947.36	1,000.16
	2.13	Ribbons-D-\$52.80	
Jolink, David	3.61	Install Blinds-D	15.00
K. V. Electric	3.61	Repair Lights-D	40.60
L. M. Berry & Company	3.31	DeMotte Ad in Phone Book	44.40
Martin Glass	3.61	Replace Window-D	31.07

Red Lines indicate 1987 Encumbered Funds

Martin, Mary	3.23	Mileage-\$13.20	98.70
		MILROY GRANT-\$85.50	
Mollenaar & Hughes	3.95	Yearly Lawn Care-W	160.00
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.72	P.O. Box Rental-W	11.75
Postmaster General	3.22	Postage	100.00
Salyers, Catherine A.	3.23	Mileage-\$27.40	81.40
	3.24	NILBA Reg.-\$54.00	
Salyers, Catherine A.		PETTY CASH-DeMotte	24.55
	2.13	Office Sup.-D-\$12.90	
	2.21	Janitorial Sup.-D-\$6.79	
	3.22	Postage-\$4.86	
Schultz's	2.41	Craft Supplies-CR	8.20
Smith True Value	2.21	Ice Melt-R	32.28
Wallmann's	2.21	Janitorial Sup.-R	17.07
Weber, LaDonna	3.23	Mileage	25.74
		TOTAL [B]	15,776.14
		TOTAL [A] + [B]	18,165.31

JANUARY 1988

Jasper County Public Library
Angelica and North Van Renss. Street
Rensselaer, IN 47978

01 15 88
8:20

CASH INCOME STATEMENT

Comparison:

PAGE 1

-----		JAN 88 THRU JAN 88				YEAR TO DATE			
ACCOUNT NAME		ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Super Now-Int. Oper.		785.45	2.6	0.00	0.00	785.45	2.6	0.00	0.00
TOTAL INTEREST		785.45	2.6	0.00	0.00	785.45	2.6	0.00	0.00
Renss. Fines		369.86	1.2	0.00	0.00	369.86	1.2	0.00	0.00
Renss. Copy		183.60	.6	0.00	0.00	183.60	.6	0.00	0.00
Rensselaer Cards		12.50	0.0	0.00	0.00	12.50	0.0	0.00	0.00
DeMotte Cards		40.50	.1	0.00	0.00	40.50	.1	0.00	0.00
DeMotte Copies		146.95	.5	0.00	0.00	146.95	.5	0.00	0.00
DeMotte Fines		371.10	1.2	0.00	0.00	371.10	1.2	0.00	0.00
Wheatfield Cards		.50	0.0	0.00	0.00	.50	0.0	0.00	0.00
Wheatfield Copies		20.00	.1	0.00	0.00	20.00	.1	0.00	0.00
Wheatfield Fines		130.53	.4	0.00	0.00	130.53	.4	0.00	0.00
DeMotte Gift Fund		40.00	.1	0.00	0.00	40.00	.1	0.00	0.00
Rensselaer Gift Fund		25.00	.1	0.00	0.00	25.00	.1	0.00	0.00
Wheatfield Gift Fund		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Whitlfd. income & exp		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
DeMotte Income		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Petty Cash Fund		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Sale of Books		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL OTHER INCOME		1340.54	4.5	0.00	0.00	1340.54	4.5	0.00	0.00
GROSS BUSINESS INCOME		2125.99	7.1	0.00	0.00	2125.99	7.1	0.00	0.00
Resale Cost of Goods		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL COST OF GOODS SOLD		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
NET BUSINESS INCOME		2125.99	7.1	0.00	0.00	2125.99	7.1	0.00	0.00
Begin. App.								Ending App.	
1.11 Salary of Librarian	27,000.00	2250.00	7.5	0.00	0.00	2250.00	7.5	24,750.00	
1.12 Salary of Assistants	197,275.00	15646.58	52.1	0.00	0.00	15646.58	52.1	181,628.42	
1.13 Wages of Janitors	9,990.00	652.51	2.2	0.00	0.00	652.51	2.2	9,337.49	
Salaries Expense		0.00	0.0	0.00	0.00	0.00	0.0		
TOTAL WAGES & SALARIES		18549.09	61.8	0.00	0.00	18549.09	61.8		
3.23 Traveling Expense	3,500.00	169.40	.6	0.00	0.00	169.40	.6	3,330.60	
3.24 Professional Meeting	6,000.00	0.00	0.0	0.00	0.00	0.00	0.0	6,000.00	
TOTAL TRAVEL & ENTERTAINMENT		169.40	.6	0.00	0.00	169.40	.6	0.00	0.00
3.31 Advertising & Pub.	300.00	0.00	0.0	0.00	0.00	0.00	0.0	300.00	
TOTAL ADVERTISING		0.00	0.0	0.00	0.00	0.00	0.0		
3.91 Dues	750.00	0.00	0.0	0.00	0.00	0.00	0.0	750.00	
TOTAL DUES & PUBLICATIONS		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
1.23 Emp. Cont. Group Ins	2,500.00	0.00	0.0	0.00	0.00	0.00	0.0	2,500.00	
3.41 Official Bonds	500.00	0.00	0.0	0.00	0.00	0.00	0.0	500.00	
3.42 Other Insurance	7,000.00	0.00	0.0	0.00	0.00	0.00	0.0	7,000.00	
TOTAL INSURANCE		0.00	0.0	0.00	0.00	0.00	0.0		

CASH INCOME STATEMENT

Comparison:

PAGE 2

		JAN 88 THRU JAN 88				YEAR TO DATE			
ACCOUNT NAME		ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
3.21	Telephone Telegraph	5,550.00	379.06	1.3	0.00	0.00	379.06	1.3	5,170.94
3.51	Gas, Elec., Water	18,400.00	1005.10	3.3	0.00	0.00	1005.10	3.3	17,394.90
	TOTAL UTILITIES & TELEPHONE	1384.16	4.6	0.00	0.00	1384.16	4.6		
3.11	Consulting Services	500.00	0.00	0.0	0.00	0.00	0.00	0.0	500.00
3.12	Eng. & Arch. Serv.	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.13	Other Prof. Services	3,000.00	0.00	0.0	0.00	0.00	0.00	0.0	3,000.00
	TOTAL LEGAL & PROFESSIONAL FEE	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
2.11	Official Records	750.00	57.49	.2	0.00	0.00	57.49	.2	692.51
2.12	Stationery and Print	600.00	0.00	0.0	0.00	0.00	0.00	0.0	600.00
2.13	Other Office Supplies	3,300.00	0.00	0.0	0.00	0.00	0.00	0.0	3,300.00
2.21	Clean & Sanit. Supp.	3,750.00	128.20	.4	0.00	0.00	128.20	.4	3,621.80
2.22	Fuel, Oil & Lub.	100.00	0.00	0.0	0.00	0.00	0.00	0.0	100.00
2.23	Other Operating Sup.	100.00	0.00	0.0	0.00	0.00	0.00	0.0	100.00
2.41	Library Supplies	3,500.00	77.13	.3	0.00	0.00	77.13	.3	3,422.87
2.42	Other Supplies	3,500.00	0.00	0.0	0.00	0.00	0.00	0.0	3,500.00
3.22	Postage	2,500.00	150.00	.5	0.00	0.00	150.00	.5	2,350.00
3.25	Freight & Express	150.00	0.00	0.0	0.00	0.00	0.00	0.0	150.00
3.32	Printing & oth. supp	1,000.00	0.00	0.0	0.00	0.00	0.00	0.0	1,000.00
	TOTAL SUPPLIES & POSTAGE	412.82	1.4	0.00	0.00	412.82	1.4	0.00	0.00
3.71	Realestate Rental	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
2	Equipment Rental	399.00	0.00	0.0	0.00	0.00	0.00	0.0	399.00
	TOTAL RENT	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
2.31	Building Mat. & Sup.	750.00	0.00	0.0	0.00	0.00	0.00	0.0	750.00
2.32	Paint & Painting Sup	250.00	0.00	0.0	0.00	0.00	0.00	0.0	250.00
2.33	Repair Parts	300.00	0.00	0.0	0.00	0.00	0.00	0.0	300.00
3.61	Building Repair	7,500.00	28.50	.1	0.00	0.00	28.50	.1	7,471.50
3.62	Equipment Repairs	1,000.00	0.00	0.0	0.00	0.00	0.00	0.0	1,000.00
	TOTAL REPAIRS	28.50	.1	0.00	0.00	28.50	.1	0.00	0.00
1.21	Employer Share FICA	17,700.00	1393.05	4.6	0.00	0.00	1393.05	4.6	16,306.95
1.22	Unemployment comp.	4,600.00	150.38	.5	0.00	0.00	150.38	.5	4,449.62
	TOTAL TAXES	1543.43	5.1	0.00	0.00	1543.43	5.1		
1.31	Other Personal serv.	1,000.00	0.00	0.0	0.00	0.00	0.00	0.0	1,000.00
3.92	Interest on Loans	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.93	Taxes & Assessments	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.94	Transfer to LIRF	50,000.00	0.00	0.0	0.00	0.00	0.00	0.0	50,000.00
3.95	Lawn & Maint. care	4,500.00	1182.25	3.9	0.00	0.00	1182.25	3.9	3,317.75
3.96	Petty Cash	120.00	120.00	.4	0.00	0.00	120.00	.4	.00
3.97	Interview & Moving	250.00	0.00	0.0	0.00	0.00	0.00	0.0	250.00
4.1	Land	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
4.2	Buildings	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
	Improv. than Bldgs.	0.00	0.00	0.0	0.00	0.00	0.00	0.0	
4.4	Furniture & Equip.	40,000.00	7.42	0.0	0.00	0.00	7.42	0.0	39,992.58
51	Books	80,000.00	240.63	.8	0.00	0.00	240.63	.8	79,759.37
4.52	Periodicals & News	10,000.00	2610.84	8.7	0.00	0.00	2610.84	8.7	7,389.16
4.53	Nonprint Material	10,000.00	0.00	0.0	0.00	0.00	0.00	0.0	10,000.00
	App.	529,890.00	0.00	0.0	0.00	0.00	0.00	0.0	503,641.46
	Encumbered Funds	26,507.44	3695.84	12.3	0.00	0.00	3695.84	12.3	22,811.60
	Wheatfield Gift Exp.		30.71	.1	0.00	0.00	30.71	.1	

CASH INCOME STATEMENT

Comparison:

PAGE 3

ACCOUNT NAME	JAN 88 THRU JAN 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
DeMotte Gift Expense	0.00	0.0	0.00	0.00	0.00	0.0		
Rens.Gift Expenses	0.00	0.0	0.00	0.00	0.00	0.0		
Milroy Expenses	31.20	.1	0.00	0.00	31.20	.1		
TOTAL OTHER OPERATING EXPENSES	7918.89	26.4	0.00	0.00	7918.89	26.4		
TOTAL BUSINESS EXPENSES	30006.29	100.0	0.00	0.00	30006.29	100.0	0.00	0.00

BALANCE OF ALL FUNDS

ENDING JANUARY 1988

Operating Fund Checking Account	150,553.69
Rensselaer Gift Fund Checking Account	282.73
DeMotte Gift Fund Checking Account	2,238.74
Wheatfield Gift Fund Checking Account	596.23
BOND # 1 DeMotte Checking Account	-1,024.23
BOND # 2 Wheatfield Checking Account	249.80
Milroy Grant Fund Checking Account	1,786.11
Insurance	<u>80.49</u>
TOTAL OF THE ABOVE IN BANK ONE CHECKING ACCT.	154,763.56

CONSTRUCTION

Construction Fund Checking Account	6,680.25
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INVESTMENTS

DeMotte Bond HiFi Account	.00
Operating HiFi Account	6,411.88
Wheatfield HiFi Account	16,044.33
Certificate of Deposit	<u>100,000.00</u>

TOTAL OF ALL FUNDS	283,900.02
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JASPER COUNTY PUBLIC LIBRARY
North Van Ren. and Angelica Streets
Rensselaer, Indiana 47978

Month January 1988

FUND	Beg. Appropriation	Spent this Month	Spent to Date	Ending Appropriation
<u>PERSONAL SERVICES</u>				
1.11 Salary of Librarian	27,000.00	2,250.00	2,250.00	24,750.00
1.12 Salary of Assistants	197,275.00	15,646.58	15,646.58	181,628.42
1.13 Salary of Janitors	9,990.00	652.51	652.51	9,337.49
<u>EMPLOYEE BENEFITS</u>				
1.21 Employer's Share-Fica	17,700.00	1,393.05	1,393.05	16,306.95
1.22 Unemployment Compensation	4,600.00			4,600.00
1.23 Employer's-Group Insurance	2,500.00			2,500.00
<u>OTHER PERSONAL SERVICES</u>				
1.31 Other Personal Services	1,000.00			1,000.00
<u>SUPPLIES</u>				
2.11 Official Records	750.00	57.49	57.49	692.51
2.12 Stationery and Printing	600.00			600.00
2.13 Other Office Supplies	3,300.00			3,300.00
<u>OPERATING SUPPLIES</u>				
2.21 Cleaning and Sanitation Supplies	3,750.00	128.50	128.50	3,621.80
2.22 Fuel, Oil and Lubricants	100.00			100.00
2.23 Other Operating Supplies	100.00			100.00
<u>REPAIR AND MAINTENANCE SUPPLIES</u>				
2.31 Building Materials and supplies	750.00			750.00
2.32 Paint and Painting Supplies	250.00			250.00
2.33 Repair Parts	300.00			300.00
<u>OTHER SUPPLIES</u>				
2.41 Library Supplies	3,500.00	88.08		3,411.92
2.42 Other Supplies	3,500.00			3,500.00
<u>PROFESSIONAL SERVICES</u>				
3.11 Consulting Services	500.00			500.00
3.12 Engineering and Archit.Ser.	1.00			1.00
3.13 Other Professional Services	3,000.00			3,000.00
<u>COMMUNICATION AND TRANSPORTATION</u>				
3.21 Telephone and Telegraph	5,550.00	379.06	379.06	5,170.94
3.22 Postage	2,500.00	150.00	150.00	2,350.00
3.23 Traveling Expense	3,500.00	169.40	169.40	3330.60
3.24 Professional Meetings	6,000.00			6,000.00
3.25 Freight and Express	150.00			150.00
<u>PRINTING AND ADVERTISING</u>				
3.31 Advertising and Publications	300.00			300.00
3.32 Printing other than off.supp.	1,000.00			1,000.00
<u>INSURANCE</u>				
3.41 Official Bonds	500.00			500.00
3.42 Other Insurance	7,000.00			7,000.00
<u>UTILITY SERVICES</u>				
3.51 Gas, Electric, Water,Waste	18,400.00	1,004.80	1,004.80	17,395.20
<u>REPAIRS AND MAINTENANCE</u>				
3.61 Buildings and Structures	7,500.00	28.50	28.50	7,471.50
3.62 Equipment	1,000.00			1,000.00
<u>RENTALS</u>				
3.71 Real Estate	1.00			1.00
3.72 Equipment	399.00			399.00
<u>OTHER</u>				
3.91 Dues	750.00			750.00
3.92 Interest on Temp. Loans	1.00			1.00
3.93 Taxes & Assessments	1.00			1.00
3.94 Transfer to LIRF	50,000.00			50,000.00
3.95 Lawn and Maint.Contracts	4,500.00	1,182.25	1,182.25	3,317.75
3.96 Petty Cash	120.00	120.00		.00
3.97 Interviewing & Moving Exp.	250.00			250.00
<u>CAPITAL OUTLAYS</u>				
4.1 Land	1.00			1.00
4.2 Buildings	1.00			1.00
4.4 Furniture & Equipment	40,000.00	7.42	7.42	39,992.58
4.51 Books	80,000.00	255.23		79,744.77
4.52 Periodicals and Newspapers	10,000.00	2,610.84	2,610.84	7,389.16
4.53 Nonprinted-Microforms-Audio	10,000.00			10,000.00
	529,890.00	26,123.41	26,123.41	503,766.59
Emcumbered Bills	26,507.44	3,684.89		22,822.55
	556,397.44	29,808.30		526,589.44

JASPER COUNTY PUBLIC LIBRARY
North Van and Angelica Streets
Rensselaer, Indiana 47978

Month January 1988

BALANCE OF ALL FUNDS

FUND	Beg. Balance	Income	Expenses	End. Balance
Operating Fund Checking Account	178,398.58	1279.32	26123.41	153,554.49
Rensselaer Gift Fund	257.73	25.00		282.73
DeMotte Gift Fund	2,198.74	40.00		2,238.74
Wheatfield Gift Fund	626.94		30.71	596.23
BOND # 1 DeMotte	-1.024.23			-1.024.23
BOND # 2 Wheatfield	249.80			249.80
Milroy Grant Fund	1,817.31		31.20	1,786.11
Federal Withholding	.00			.00
Fica Withholding	.00			.00
State Withholding	21.35	20.91		42.26
County Withholding	3.16	6.27		9.43
Insurance	83.70	11.32		95.02
Construction Fund Checking Account	6,680.25			6,680.25
DeMotte Bond HiFi Account	.00			.00
Operating HiFi Account	6,411.88			6,411.88
Wheatfield HiFi Account	16,044.33			16,044.33
Certificate of Deposit	100,000.00			100,000.00
Encumbered Bills	.00		3684.89	
Total of All Funds	311,769.54	1,382.52	26,185.32	286,967.04

Balance of All Funds Ending January 1988 286,967.04

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra	\$364,909.00	\$0.00	\$349,847.91	
Retainage			18,245.45	(\$3,184.36)
LOM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Therber	3,504.40	0.00	3,504.40	\$0.00
Wheatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture				
Equipment	76,450.00		\$78,928.40	(\$2,478.40)
J. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	0.00	520,070.21	(\$1,198.66)
BOND	\$500,000.00			
INTEREST	\$26,750.46			
CHECKS	\$520,070.21			
BALANCE LAST MONTH	\$6,680.25			
INTEREST	\$27.07			
CHECKS	\$0.00			
BALANCE	\$6,707.32			

SALARY SCHEDULE 1988

		ANNUAL SALARY	PER HOUR SALARY	HRS. PER WEEK	SEMI-MON SALARY
ARGIE BECKER	JANITOR/TRANSPORTER	3166.80	4.35	10.00	
JULIE BRAY	CHILDREN'S LIBRARIAN	16900.08	8.12	40.00	704.17
LYNN DAUGHERTY	DEMOTTE BRANCH LIBN.	19568.16	8.83	40.00	815.34
MARTHA DAUGHERTY	BOOKKEEPER	3072.00	6.40	40.00PER MONTH	
COLLEEN DONNELLY	PAGE-D	1742.00	3.35	9.00	
MARY DUGGLEBY	REFERENCE ASSISTANT	9960.00	4.74	40.00	415.00
CHARLOTTE FAGEN	CHILDREN'S SERV. SPEC.	11175.12	5.34	40.00	465.63
ROSE HOWARD	JANITOR-WHEATFIELD	2262.00	4.35	10.00	
DAWN JONES	PAGE-W	1742.00	3.35	10.00	
COOKIE KOPANDA	TECH SER/CIRC. CLERK	8870.16	4.26	40.00	369.59
LISA LITNER	PAGE-R-CR	1742.00	3.35	10.00	
MARY K. MARTIN	HQTS. LIBRARIAN	18558.00	8.37	40.00	773.25
HEATHER MASON	PAGE-R	1742.00	3.35	10.00	
KATHY PADGITT	CHILDREN'S ASST.	9360.00	4.50	40.00	390.00
BONNIE POWELL	CIRCULATION CLERK	6740.16	4.38	30.00	280.84
LOIS RICKER	CIRC/CHILDREN'S SPECIALIST	11858.16	5.72	40.00	494.09
ALISA RUDE	PAGE-R	1742.00	3.35	10.00	
THY SALYERS	DIRECTOR	27000.00	12.02	40.00	1125.00
SHARON SCHULENBERG	SPECIAL SER. LIBRARIAN	13125.12	7.18	30.00	546.88
EILEEN SPURGEON	TEC. SER. ASST.-R	1896.00	3.95	40.00PER MON	
	TECH. SERV. MANAGER	13000.08	5.58	40.00	541.67
JILL TACHTIRIS	REFERENCE ASSISTANT	8800.08	5.64	30.00	366.67
JULIE TANIS	PAGE-D	1742.00	3.35	10.00	
BETTY THONE	PAGE-D	1944.80	3.40	11.00	
LA DONNA WEBER	WHEAT. BRANCH LIBN.	17000.16	7.55	40.00	708.34
DIANE WEIRS	TECH SER/CIRC. ASST.	8500.08	4.08	40.00	354.17
CHERYL WITTY	ADMIN. ASSISTANT	9940.08	5.89	30.00	414.17
DAN WITTY	JANITOR-RENSSELAER	4524.00	4.35	20.00	
		237673.04			

	RENSSELAER					DEMOTTE					WHEATFIELD									
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C					
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I					
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R					
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C					
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U					
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L					
	E		E		ATION	E		E		ATION	E		E		ATION					
XX																				
ADULT BOOKS																				
Fiction	67		67		2	2		1244		84	84		2	2	865	40	40	2	2	387
Non-Fiction	76		71		75	55		1171		56	56		7	7	1039	50	49	10	10	514
Paperbacks	19		19		14	14		403		6	6				821	5	5			544
CHILDREN'S BK																				
Fiction	85		85		16	16		1388		37	37		7	7	1202	44	44	97	97	746
Non-fiction	42		42		52	2		740		30	30		20	1	449	11	11	15	1	307
FILMSTRIPS																				
MAGAZINES																				
Adult								510							471			26	26	307
Children								28												
MAPS, PRINTS, PROJECTORS...																				
								12		1	1				23					46
SOUND RECORDINGS																				
	6		6		2	2		194		10	10		2	2	99	17	17			159
PAMPHLETS																				
	34		34		1	1		131							48	38	38			37
VHS's																				
					2	2		911		1	1				791			2	2	712
CED's																				
								0							9					3
XX																				
TOTAL	329		324		164	94		6732		225	225		38	19	5817	205	204	152	138	3762
PERCENT																				
Increase								2.3%							3.9%					
Decrease																				15.1%
TOTAL VOLUMES OWNED																				
TOTAL TITLES OWNED																				
XX																				
MONTHLY SYSTEM STATISTICS																				
Circulation								1987							1988					
Daily Average								16608							16311					
								664							652	-1.7%				
January to date																				
Total Circulation								16608							16311					
Rensselaer day																				
DeMotte															269					
Wheatfield															233					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

NUARY 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	28	25	12
Received	20	23	8
Outstanding	8	2	4
INTRALIBRARY LOANS			
Filled	42	3	7
REGISTRATION			
Borrowers added			
Resident	85	57	50
Non-resident	0	0	0
fee			
Expired cards	74		
Total Registered	10,540		
REFERENCE QUESTIONS			
Telephone			
Directional	56	35	26
Reference	141	137	160
In-person			
Directional	76	47	43
Reference	332	315	159
Total			
LOCAL HISTORY			
In person	15		
Microfilms used	2		
Letters	0		

MARCH

AGENDA.....March 14, 1988

1. Minutes
2. Bills/Financial Statements
 - 2.1 Operating Fund
 - 2.2 Construction Fund
 - 2.3 Payroll
 - 2.4 Bills to be allowed
3. Director's Report
 - 3.1 Circulation
 - 3.2 Payroll Savings Plan
 - 3.3 State Distribution
 - 3.4 Bonds
 - 3.5 Insurance
 - 3.6 Evaluation
 - 3.7 Meetings
4. Wheatfield
 - 4.1 K-V Kilowatt Kickers
 - 4.2 Hershman-Class reunion
5. DeMotte
 - 5.1 Government Manual
6. Rensselaer
 - 6.1 Rearrangement of staff
 - 6.2 Fogerty visit
 - 6.3 Furnace room project
 - 6.4 Card catalog
7. Executive Session

AGENDA.....March 14, 1988

1. Minutes
2. Bills/Financial Statements
 - 2.1 Operating Fund
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 - 4.2 Hershman-Class reunion
5. DeMotte
 - 5.1 Government Manual
6. Rensselaer
 - 6.1 Rearrangement of staff
 - 6.2 Fogerty visit
 - 6.3 Furnace room project
 - 6.4 Card catalog

MINUTES.....February 8, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on February 8 at 7:00 pm at the DeMotte Public Library. Those present were Miriam Lawyer, president, Barbara Leestma, treasurer, Will Doty, vice-president, Mary Linda Casey, Bob Souza, Frank Wright, trustees, Cathy Salyers, library director, and Don Roorda.

MINUTES: On a motion by Mary Linda Casey, seconded by Will Doty, the minutes from the January 11 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: Mrs. Salyers presented the new financial statement form. The Board directed her to move the encumbered figure to the bottom of the page and to add a column to show the percent of budget spent to date. It was further requested that Mrs. Salyers formulate a spending projection. On a motion by Mary Linda Casey, seconded by Bob Souza, the bills, financial statement, construction fund financial statement and payroll were unanimously accepted.

On a motion by Will Doty, seconded by Bob Souza, the board voted unanimously to invest \$30,000 in a one year CD.

INSURANCE BIDS: The following insurance bids were presented: Century Insurance-\$4252; Farm Bureau-\$5466.30, Rykovich Insurance-\$4550, and Consolidated Insurance-\$5,080. All bids were for \$100 deductible insurance except Ryckovich whose quote was based on \$250 deductible. None of the bids included bonds or workmen's compensation. Mrs. Salyers was instructed to request the following information from the lowest bidder; which company made the quote, what is its rating, is the acceptance of the bid subject to inspection, and clarification of the amount of insurance on the wood and glass sign. Awarding of the bid was tabled until the next meeting.

DIRECTOR'S REPORT: Mrs. Salyers reported that 1988 began with a slight decrease in total circulation and that the management team would be discussing ways of increasing circulation.

Mrs. Salyers presented bibliographies of classic books owned by the Jasper County Public Library System.

Mrs. Salyers reported that the Five Year Planning Committee would hold its first meeting on February 13 at 10:00 am at the Wheatfield Public Library. Committee members include Will Doty, Barbara Leestma, Cathy Salyers, Julie Bray, Mary Duggleby, Charlotte Fagen, Beulah Arnott, Karen Stanley,

Allen Berger, David Sterk, William Slakes, Mildred Woolever, and Irene Strubel

President Lawyer appointed Bob Souza and Will Doty to the Budget Committee.

DEMOTTE BUSINESS: Will Doty suggested that the weeds around the foundation of the DeMotte Building be removed this spring and the foundation be painted.

RENSSELAER BUSINESS: Mrs. Salyers reported that Mary Martin was proceeding with the Milroy grant project and had begun the cataloging of the documents.

On a motion by Bob Souza, seconded by Mary Linda Casey, the board approved the bonds for Barbara Leestma and Mary K. Martin.

Mary Linda Casey suggested that the library consider obtaining a grant to make a video on life in Jasper County similar to a project done in the 1930's. It was suggested that the idea be presented to the Five Year Planning Committee.

ADJOURNMENT: On a motion by Frank Wright, seconded by Mary Linda Casey, the meeting adjourned at 8:30 pm.

FEBRUARY 1988

CASH INCOME STATEMENT

Comparison:

PAGE 3

ACCOUNT NAME	FEB 88 THRU FEB 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Wheatfield Gift Exp.	250.00	.7	0.00	0.00	280.71	.4	0.00	0.00
DeMotte Gift Expense	448.22	1.2	0.00	0.00	448.22	.7	0.00	0.00
Rens.Gift Expenses	250.00	.7	0.00	0.00	250.00	.4	0.00	0.00
Milroy Expenses	85.50	.2	0.00	0.00	116.70	.2	0.00	0.00
TOTAL OTHER OPERATING EXPENSES	13502.58	35.1	0.00	0.00	21421.47	31.3	0.00	0.00
TOTAL BUSINESS EXPENSES	38430.67	100.0	0.00	0.00	68436.96	100.0	0.00	0.00
BUSINESS PROFIT/LOSS	-32589.63	-84.8	0.00	0.00	-60469.93	-88.4	0.00	0.00
Current Year p/l	-32589.63	-84.8	0.00	0.00	-60469.93	-88.4	0.00	0.00

BALANCE OF ALL FUNDS

FEBRUARY 1988

Operating Fund Checking Account Balance	88,579.14
Rensselaer Gift Fund Checking Account	50.73
DeMotte Gift Fund Checking Account	1,830.52
Wheatfield Gift Fund Checking Account	504.23
BOND # 1 DeMotte Checking Account	-1,024.23
BOND # 2 Wheatfield Checking Account	249.80
Milroy Grant Checking Account	1,700.61
Res. for Insurance	80.49
TOTAL OF THE ABOVE IN BANK ONE CHECKING ACCOUNT	91,971.29

CONSTRUCTION

Construction Fund Checking Account	6,736.37
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INVESTMENTS

DeMotte Bond HiFi Account	.00
Operating HiFi Account	6,506.17
Wheatfield HiFi Account	16,147.92
Certificate of Deposit	100,000.00
Certificate of Deposit	<u>30,000.00</u>

TOTAL OF ALL FUNDS	251,361.75
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Liabilities

Health Ins., Ind. Deferred, State Withholding,

County Withholding

62.14

FEBRUARY 1988

Jasper County Public Library
Angelica and North Van Rens. Street
Rensselaer, IN 47978

02-10-88
4:42

CASH INCOME STATEMENT

Comparison:

PAGE 1

-----		FEB 88 THRU FEB 88				YEAR TO DATE			
ACCOUNT NAME		ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Super Now-Int. Oper.		818.05	2.1	0.00	0.00	1603.50	2.3	0.00	0.00
Cert. of Dep. Interest		3312.50	8.6	0.00	0.00	3312.50	4.8	0.00	0.00
TOTAL INTEREST		4130.55	10.7	0.00	0.00	4916.00	7.2	0.00	0.00
Renss. Fines		289.24	.8	0.00	0.00	659.10	1.0	0.00	0.00
Renss. Copy		219.20	.6	0.00	0.00	402.80	.6	0.00	0.00
Rensselaer Cards		23.00	.1	0.00	0.00	35.50	.1	0.00	0.00
DeMotte Cards		32.50	.1	0.00	0.00	73.00	.1	0.00	0.00
DeMotte Copies		264.25	.7	0.00	0.00	411.20	.6	0.00	0.00
DeMotte Fines		233.55	.6	0.00	0.00	604.65	.9	0.00	0.00
Wheatfield Cards		.50	0.0	0.00	0.00	1.00	0.0	0.00	0.00
Wheatfield Copies		186.85	.5	0.00	0.00	206.85	.3	0.00	0.00
Wheatfield Fines		245.40	.6	0.00	0.00	375.93	.5	0.00	0.00
DeMotte Gift Fund		40.00	.1	0.00	0.00	80.00	.1	0.00	0.00
Rensselaer Gift Fund		18.00	0.0	0.00	0.00	43.00	.1	0.00	0.00
Wheatfield Gift Fund		158.00	.4	0.00	0.00	158.00	.2	0.00	0.00
Whtlfd. income & exp		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
DeMotte Income		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Petty Cash Fund		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Sale of Books		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL OTHER INCOME		1710.49	4.5	0.00	0.00	3051.03	4.5	0.00	0.00
GROSS BUSINESS INCOME		5841.04	15.2	0.00	0.00	7967.03	11.6	0.00	0.00
Resale Cost of Goods		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL COST OF GOODS SOLD		0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
NET BUSINESS INCOME		5841.04	15.2	0.00	0.00	7967.03	11.6	0.00	0.00
Beg. App.								Ending App.	
1.11	Salary of Librarian 27,000.00	2250.00	5.9	0.00	0.00	4500.00	6.6	22,500.00	
1.12	Salary of Assistants 197,275.00	15648.73	40.7	0.00	0.00	31295.31	45.7	165,979.69	
1.13	Wages of Janitors 9,990.00	676.43	1.8	0.00	0.00	1328.94	1.9	8,661.06	
	Salaries Expense	0.00	0.0	0.00	0.00	0.00	0.0		
	TOTAL WAGES & SALARIES	18575.16	48.3	0.00	0.00	37124.25	54.2		
3.23	Traveling Expense 3,500.00	122.54	.3	0.00	0.00	291.94	.4	3,208.06	
3.24	Professional Meeting 6,000.00	54.00	.1	0.00	0.00	54.00	.1	5,946.00	
	TOTAL TRAVEL & ENTERTAINMENT	176.54	.5	0.00	0.00	345.94	.5		
3.31	Advertising & Pub. 300.00	44.40	.1	0.00	0.00	44.40	.1	255.60	
	TOTAL ADVERTISING	44.40	.1	0.00	0.00	44.40	.1		
.91	Dues 750.00	0.00	0.0	0.00	0.00	0.00	0.0	750.00	
	TOTAL DUES & PUBLICATIONS	0.00	0.0	0.00	0.00	0.00	0.0		
1.23	Emp. Cont. Group Ins 2,500.00	0.00	0.0	0.00	0.00	0.00	0.0	2,500.00	
3.41	Official Bonds 500.00	300.00	.8	0.00	0.00	300.00	.4	200.00	
3.42	Other Insurance 7,000.00	0.00	0.0	0.00	0.00	0.00	0.0	7,000.00	

CASH INCOME STATEMENT

Comparison:

ACCOUNT NAME		FEB 88 THRU FEB 88				YEAR TO			
		ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP		
3.21	Telephone Telegraph	5,550.00	360.25	.9	0.00	0.00	739.31	1.1	4,810.69
3.51	Gas, Elec., Water	18,400.00	2028.92	5.3	0.00	0.00	3034.02	4.4	15,365.98
	TOTAL UTILITIES & TELEPHONE		2389.17	6.2	0.00	0.00	3773.33	5.5	
3.11	Consulting Services	500.00	0.00	0.0	0.00	0.00	0.00	0.0	500.00
3.12	Eng. & Arch. Serv.	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.13	Other Prof. Services	3,000.00	0.00	0.0	0.00	0.00	0.00	0.0	3,000.00
	TOTAL LEGAL & PROFESSIONAL FEE		0.00	0.0	0.00	0.00	0.00	0.0	
2.11	Official Records	750.00	106.39	.3	0.00	0.00	163.88	.2	586.12
2.12	Stationery and Print	600.00	0.00	0.0	0.00	0.00	0.00	0.0	600.00
2.13	Other Office Supplis	3,300.00	204.80	.5	0.00	0.00	204.80	.3	3,095.20
2.21	Clean & Sanit. Supp.	3,750.00	64.12	.2	0.00	0.00	192.32	.3	3,557.68
2.22	Fuel, Oil & Lub.	100.00	0.00	0.0	0.00	0.00	0.00	0.0	100.00
2.23	Other Operating Sup.	100.00	0.00	0.0	0.00	0.00	0.00	0.0	100.00
2.41	Library Supplies	3,500.00	165.75	.4	0.00	0.00	242.88	.4	3,257.12
2.42	Other Supplies	3,500.00	0.00	0.0	0.00	0.00	0.00	0.0	3,500.00
3.22	Postage	2,500.00	104.86	.3	0.00	0.00	254.86	.4	2,245.14
3.25	Freight & Express	150.00	0.00	0.0	0.00	0.00	0.00	0.0	150.00
3.32	Printing & oth. supp	1,000.00	975.63	2.5	0.00	0.00	975.63	1.4	24.37
	TOTAL SUPPLIES & POSTAGE		1621.55	4.2	0.00	0.00	2034.37	3.0	
71	Realestate Rental	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.72	Equipment Rental	399.00	23.75	.1	0.00	0.00	23.75	0.0	375.25
	TOTAL RENT		23.75	.1	0.00	0.00	23.75	0.0	
2.31	Building Mat. & Sup.	750.00	0.00	0.0	0.00	0.00	0.00	0.0	750.00
2.32	Paint & Painting Sup	250.00	0.00	0.0	0.00	0.00	0.00	0.0	250.00
2.33	Repair Parts	300.00	.65	0.0	0.00	0.00	.65	0.0	299.35
3.61	Building Repair	7,500.00	86.67	.2	0.00	0.00	115.17	.2	7,384.83
3.62	Equipment Repairs	1,000.00	20.00	.1	0.00	0.00	20.00	0.0	980.00
	TOTAL REPAIRS		107.32	.3	0.00	0.00	135.82	.2	
1.21	Employer Share FICA	17,700.00	1314.64	3.4	0.00	0.00	2707.69	4.0	14,992.31
1.22	Unemployment comp.	4,600.00	375.56	1.0	0.00	0.00	525.94	.8	4,074.06
	TOTAL TAXES		1690.20	4.4	0.00	0.00	3233.63	4.7	
1.31	Other Personal serv.	1,000.00	0.00	0.0	0.00	0.00	0.00	0.0	1,000.00
3.92	Interest on Loans	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.93	Taxes & Assessments	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
3.94	Transfer to LIRF	50,000.00	0.00	0.0	0.00	0.00	0.00	0.0	50,000.00
3.95	Lawn & Maint. care	4,500.00	461.50	1.2	0.00	0.00	1643.75	2.4	2,856.25
3.96	Petty Cash	120.00	0.00	0.0	0.00	0.00	120.00	.2	.00
3.97	Interview & Moving	250.00	0.00	0.0	0.00	0.00	0.00	0.0	250.00
4.1	Land	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
4.2	Buildings	1.00	0.00	0.0	0.00	0.00	0.00	0.0	1.00
	Improv. than Bldgs.		0.00	0.0	0.00	0.00	0.00	0.0	
	Furniture & Equip.	40,000.00	1718.26	4.5	0.00	0.00	1725.68	2.5	38,274.32
4.51	Books	80,000.00	65.38	.2	0.00	0.00	306.01	.4	79,693.99
4.52	Periodicals & News	10,000.00	4429.12	11.5	0.00	0.00	7039.96	10.3	2,960.04
4.53	Nonprint Material	10,000.00	74.09	.2	0.00	0.00	74.09	.1	9,925.91
	APPR.	529,890.00	0.00	0.0	0.00	0.00	0.00	0.0	471,965.02
	Encumbered Funds	26,507.44	5720.51	14.9	0.00	0.00	9416.35	13.8	17,091.09

Esper County Public Library
 Angelica and North Van Rens. Street
 Rensselaer, IN 47978

*Encumbered
 Bills Spent
 to Date*

02-10-88
 6:19

PAYMENT OF EXPENSES

JAN 88

PAGE 1

DAY	MEM #	INV #	PERSON	DESCRIPTION	QUANTITY 1 UNITS	QUANTITY 2 UNITS	OFF AC	AMOUNT	AMOUNT ACCT
11	6301		Associated Libraries	encumbered books			Oper	-24.52	24.52 Encub
11	6302		Austin Book Sales	encumbered books			Oper	-172.39	172.39 Encub
11	6304		Baker and Taylor	encumbered books			Oper	-490.93	490.93 Encub
11	6310		Const.Playthings	encumbered bills			Oper	-91.30	91.30 Encub
11	6311		Creative Education	Encub.Books			Oper	-67.26	67.26 Encub
11	6312		Demco	Encum.Supplies			Oper	-92.09	92.09 Encub
11	6316		Gale Research Co	Books			Oper	-290.00	290.00 Encub
11	6317		Gaylord	Book Press-Whtfld.			Oper	-59.50	59.50 Encub
11	6318		Guild Press	Encub. Books			Oper	-12.66	12.66 Encub
11	6318		Guild Press	Books			Oper	0.00	0.00 Encub
11	6321		Highsmith	Software encumb			Oper	-470.75	470.75 Encub
11	6323		Ingram	encumb.VHS			Oper	-259.30	259.30 Encub
11	6326		National Geographic	Encumbered Books			Oper	-26.95	26.95 Encub
11	6328		Perma-Bound	Encumbered Books			Oper	-1165.38	1165.38 Encub
11	6331		Rose Records	Encumbered Records			Oper	-16.86	16.86 Encub
11	6335		Standard & Poor S.	encumbered Books			Oper	-445.00	445.00 Encub
11	6337		Upstart	Library Supp.-Whtlfd			Oper	-10.95	10.95 Encub

TOTAL JAN PAYMENT OF EXPENSES: 3695.84

PAYMENT OF EXPENSES

FEB 88

DAY	MEM #	INV #	PERSON	DESCRIPTION	QUANTITY 1 UNITS	QUANTITY 2 UNITS	OFF AC	AMOUNT	AMOUNT ACCT
8	6410		Baker and Taylor	encum.books			Oper	-3748.52	3748.52 Encub
8	6412		Barron's Educational	Series books-encum			Oper	-19.75	19.75 Encub
8	6422		Gale Research Co.	encub.books			Oper	-1840.40	1840.40 Encub
8	6426		Ingram	VHS-encumb			Oper	-111.84	111.84 Encub

TOTAL FEB PAYMENT OF EXPENSES: 5720.51

TOTAL PAYMENT OF EXPENSES: 9416.35

OPERATING FUND

BILLS TO BE ALLOWED.....MARCH 14, 1988

Utilities:

City of Rensselaer	3.51 Rensselaer utilities	\$ 484.28
NIPSCO	3.51 DeMotte utilities	609.40
NIPSCO	3.51 Wheatfield utilities	734.07
Northwestern Ind. Tele. Co.	3.21 DeMotte telephone	148.07
United Telephone Company	3.21 Rensselaer telephone	189.34
United Telephone Company	3.21 Wheatfield telephone	77.76
	TOTAL [A]	\$2,242.92

Other Claims:

Ace Hardware	2.21 Jan. Sup.-D-\$12.49	\$ 16.88
	4.40 Lock & Key-D-\$4.39	
Baker & Taylor	4.51 Books	629.62
Baker & Taylor	4.51 Books - 176.86	1,410.89
Becker, Margaret	3.23 Mileage	173.60
Brodart Co.	2.41 Sysdac Tape & Ribbon	382.48
Campbell Printing Co.	2.12 Stationery	223.50
Central States Sales Corp.	2.41 Projector Lamps	76.30
College Board Publications	4.51 Books - 9.95	10.64
Congressional Quarterly Inc.	4.52 Subscription-R	289.00
Consolidated Insurance Agency	3.42 Boiler & Machinery Ins.	250.00
Constructive Playthings	2.41 Lib. Sup.-CR-\$139.20	183.67
	GIFT FUND-DeMotte-\$44.47	
Custom Lawn Care	3.95 Snow Removal-R	15.00
Cy DeCosse Incorporated	4.51 Books	29.01
Daugherty, Lynn	3.23 Mileage-\$40.20	56.59
	2.21 Salt-D-\$11.90	
	GIFT FUND-DeMotte-\$4.49	
DEMCO	2.41 Lib. Sup.-W-\$5.20	429.97
	2.41 Lib. Sup.-CR-\$5.25	
	4.40 Signs-D-\$141.43	
	4.51 Processing Sup.-\$257.66	
	4.53 Processing Sup.-\$20.43	
Dugan's Office Supply	4.40 Shears & Binders	104.39
Duggleby, Tom	3.95 Snow Removal-W	45.00
Dumas, Moriarty & Dumas	3.13 Retainer Fee	600.00
Dun & Bradstreet Bus, Ed. Ser.	3.24 Prof. Mtg.-Martin	99.00
EBSCO	4.52 Subscription-D	5.99
Fase's	3.62 Vacuum Repair-R	26.50
Fernandz, Barb	3.95 Snow Removal-D	60.00
Great Western Supply	2.13 Office Supply	64.20
Hansen, Brad	3.95 Snow Removal-D	50.00
Heritage Office Products	2.13 Office Sup.-\$35.10	2,777.89
	2.41 Summer Reading-R, D, W-\$7.69	
	2.42 Copier Paper-\$127.60	
	3.95 Copier Service Cont.-R-\$793.00	
	3.62 Typewriter Repair-R-\$32.50	
	4.40 Copier Drum-R-\$250.00	

Red figures encumbered from 1987

	4.40 Chair-CR-\$69.00	
	4.40 Files & DaisyWheels-\$1463.00	
The Highsmith Co., Inc.	4.40 Furniture-D-\$86.38	551.61
	4.40 Furniture-CR-\$343.03	
	4.51 Processing Sup.-\$122.20	
INCOLSA	3.91 Dues-1988	15.00
Indiana Library Association	3.31 Tech. Ser. Ad	2.00
Ingram	4.53 VHS - 282.67	282.67
Jolink, David	3.61 Install Signs-D	7.50
Martin, Mary K.	3.23 Mileage-\$4.40	51.20
	MILROY GRANT-\$46.80	
Main Line Book Company	4.51 Books	42.00
Mathis Pump Repair & Trenching	3.62 Well Repair-W	144.67
Ooms Bros. Disposal Service, Inc.	3.95 Trash Pick-Up-D	11.50
Postmaster General	3.22 Postage	36.00
Quill Corporation	2.13 Office Sup.-\$209.04	477.34
	4.40 Equipment-R-\$37.88	
	4.40 Equipment-W-\$198.55	
	4.51 Processing Sup.-\$31.87	
R.R. Bowker	4.51 Books	162.69
R W Pool Co., Inc.	2.21 Jan. Sup.-R&D	28.94
Rand McNally & Company	4.51 Books	199.90
Rensselaer Republican	4.52 Subscription-D	38.00
Ricker, Lois	3.23 Mileage	37.20
Salyers, Catherine A.	3.23 Mileage	36.00
Salyers, Catherine A.	PETTY CASH-DeMotte	23.87
	2.13 Off. Sup.-D-\$4.00	
	2.21 Jan. Sup.-D-\$12.68	
	2.41 Lib. Sup.-D-\$5.15	
	3.22 Postage-\$1.44	
Schultz's Family Store	2.41 Lib. Sup.-W-\$2.65	13.50
	2.41 Lib. Sup.-R-\$10.85	
Silver Burdett Press	4.51 Books	69.20
Stricklin, Van	3.62 Repair Videocassettes	38.00
Tachtiris, Alex	3.95 Snow Removal	15.00
Trend Enterprises Inc.	2.41 Lib. Sup.-D	16.96
Upstart	2.41 Lib. Sup.-CR-\$146.18	521.74
	2.41 Lib. Sup.-D-\$12.54	
	2.41 Lib. Sup.-R, D, W-\$58.37	
	2.41 Summer Reading-R, D, W-\$304.65	
The Vidette Messenger	4.52 Subscription-W	77.40
Wallmann's	2.21 Jan. Sup.-R & W	30.65
Weber, La Donna	4.51 Books-\$17.94	46.68
	3.23 Mileage-\$28.74	
Witty, Cheryl	3.23 Mileage	31.80
World Book, Inc.	4.51 Books	499.00
	TOTAL [B]	\$11,518.14
	TOTAL [A] + [B]	\$13,761.06

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	17	17	4	4	1301	8	8			736	22	22	1	1	369
Non-Fiction	89	57	31	27	1206	51	37	12	12	1032	52	20			535
Paperbacks					325					591					496
CHILDREN'S BK															
Fiction	12	12	6	6	1535	6	6	31	31	1293	6	6	14	21	777
Non-fiction	10	10	2	2	698	9	9	2	2	519	1	1			209
FILMSTRIPS															
					3										
MAGAZINES															
Adult					562					634					297
Children					14										
, PRINTS,															
PROJECTORS...					20					25					45
SOUND															
RECORDINGS			5	5	124					67	61	61	33	33	14
PAMPHLETS															
	33	33	2	2	171	1	1			100					146
VHS's															
	5	5			847	2	2			845					581
CED's															
					2					5					4
XX															
TOTAL	166	134	50	46	6808	77	63	45	45	5847	142	110	48	55	3473
PERCENT															
Increase					5%					4%					
Decrease															19%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS															
Circulation					1987					1988					
Daily Average					16036-16,642					16128	1%				
Jary to date															
Total Circulation					33,250					32,439	-2%				
					67016					65544					
Rensselaer	day									296					
DeMotte	day									254					
Wheatfield	day									151					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

FEBRUARY 1988

RENSSELAER

DEMOTTE

WHEATFIELD

INTERLIBRARY LOANS

Requests	63	46	6
Received	51	38	6
Outstanding	12	8	0

INTRALIBRARY LOANS

Filled

REGISTRATION

Borrowers added			
Resident	110	98	50
Non-resident (f	6		
Expired cards	117		
Total Registered	10622		

REFERENCE QUESTIONS

Telephone			
Directional	68	78	50
Reference	184	112	43
In-person			
Directional	141	97	69
Reference	367	264	91
Total	760	551	253

LOCAL HISTORY

In person	15
Microfilms used	4
Letters	3

APRIL

1. Minutes
2. Bills/Financial Reports
 - 2.1 Bills to be allowed
 - 2.2 Payroll
 - 2.3 Operating Fund
 - 2.4 Construction Fund
3. Director's Report
 - 3.1 Circulation
 - 3.2 Five Year Planning Committee Report
Surveys
 - 3.3 Insurance
 - 3.4 Computer Use Policy
4. Executive Session
 - 4.1 Director's evaluation
 - 4.2 Other personnel evaluation
5. Rensselaer Business
 - 5.1 General Milroy Grant report
6. DeMotte Business
7. Wheatfield Business

April 6, 1988

Dear Board Members,

As you can see by the circulation statistics, we had a very busy month. This is the first time that I can determine that one branch has gone over 8,000 items in one month.

I talked to Mr. Bennett at Century Insurance. He stated that the inspection most likely would not involve any major changes. Since we have fire extinguishers, emergency lighting, and met all codes when Wheatfield was built, we should have no problems. As of this writing to my knowledge, the inspectors have not arrived. I intend to contact Mr. Bennett before the end of the week.

Enclosed is a cash flow estimate for 1988. Please let me know if this is enough information. I am currently working on items for the 1989 budget. The committee might want to set a budget committee meeting time at the board meeting.

We may have a new staff member soon. I will give you details on Monday.

Remember the meeting is Monday, April 11 at 7:00 pm at the Rensselaer Library.

See all of you there.

Cathy

MINUTES.....MARCH 14, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on March 14 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Barbara Leestma, treasurer, Mary Linda Casey, Bob Souza, trustees, and Cathy Salyers, library director.

MINUTES: On a motion by Mary Linda Casey, seconded by Bob Souza, the minutes from the February 8 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: Mrs. Salyers presented a revised version of the financial statement. It was noted that the Board desires percentage spent of each appropriation category rather than just the percentage of the total budget. On a motion by Bob Souza, seconded by Barbara Leestma, the bills, operating fund financial statement, construction fund financial statement and payroll were unanimously accepted.

DIRECTOR'S REPORT: Mrs. Salyers reported another slight decrease in total circulation.

On a motion by Bob Souza, seconded by Mary Linda Casey, the Board unanimously voted to accept a payroll savings plan for employees who wish to have monies deducted from their paychecks to purchase U.S. Savings Bonds.

On a motion by Bob Souza, seconded by Mary Linda Casey, the Board voted unanimously to apply for the library's share of the State Distribution to Public Libraries.

On a motion by Mary Linda Casey, seconded by Bob Souza, the Board voted to accept the bid of Century Insurance contingent upon inspection of the buildings.

President Miriam Lawyer appointed Wanda Stewart to complete the annual evaluation of the Director.

There was a discussion of upcoming Trustee meetings in Merrillville and Indianapolis. Several members indicated their interest in attending the Trustee Workshop in Indianapolis on April 23. Mrs. Salyers was directed to contact the remaining board members before sending in the reservations.

Mrs. Salyers was directed to draft a letter to Mr. Owen Tullis regarding the library's interest in acquiring his property that adjoins the Rensselaer Library property. Mrs. Casey suggested that we offer to give him a Life Estate

which means that he could occupy the property for as long as he lives.

WHEATFIELD BUSINESS: By consensus, a request by the K-V Kilowatt Kickers to teach dancing in the Wheatfield meeting room on Sundays was denied, and the request by Sandy Hershman to hold a class reunion in the meeting room was granted.

DEMOTTE BUSINESS: Mrs. Salyers reported that Lynn Daugherty would be preparing a Jasper County Government Manual with the assistance of local students participating in a leadership program sponsored by the DeMotte Chamber of Commerce.

RENSSELAER BUSINESS: Mrs. Salyers told the board that the search for a Technical Services Librarian was unsuccessful. After discussing the problem with the Branch Librarians, it was decided to abandon the search and hire a Reference Assistant who would work the circulation desk, answer reference question, prepare the monthly work schedule, and other related task. Mary Martin would then assume the duties of a Technical Services Librarian while remaining Headquarters Librarian. Mary would still supervise and evaluate the staff, maintain the collection, and occasionally work the circulation desk.

Mr. Dan Fogerty visited the Rensselaer Building on Thursday, March 10 to take measurements, photographs, and statistics in preparation for writing the specification for the building repairs.

The Board adjourned briefly to the furnace room for an explanation of the proposed platform to be built to accomodate file cabinets for the library archives.

Mrs. Salyers presented a request from Mary Martin for a new card catalog. After a discussion, Mrs. Salyers was directed to price several other card catalogs, so that the selection would be appropriate for future building plans.

EXECUTIVE SESSION: At 9:00 pm the board call the executive session to order. There was a discussion of personnel evaluations. The executive session adjourned at 9:18 pm.

ADJOURNMENT: By consensus, the meeting adjourned at 9:20 pm.

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
Hamstra Retainage	\$364,909.00	\$0.00	\$349,847.91 18,245.45	(\$3,184.36)
DM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
Misc.	10,000.00	\$0.00	7,080.90	\$2,919.10
Attorney	10,005.00	0.00	10,005.00	\$0.00
Van Handel	1,625.00	0.00	1,625.00	\$0.00
Fisher	1,511.04	0.00	1,511.04	\$0.00
Prof. services	1,305.23	0.00	1,305.23	\$0.00
Herber	3,504.40	0.00	3,504.40	\$0.00
Heatfield	30.00	0.00	30.00	\$0.00
Cons. Ins	3,609.00	0.00	3,609.00	\$0.00
Furniture pment	76,450.00	\$5,400.00	\$84,328.40	(\$7,878.40)
L. Kellogg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	5,400.00	525,470.21	(\$6,598.66)

OND	\$500,000.00
INTEREST	\$26,806.58
HECKS	\$520,070.21

ALANCE LAST MONTH	\$6,736.37
INTEREST	\$28.66
HECKS	\$5,400.00

ALANCE	\$1,365.03
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JASPER COUNTY PUBLIC LIBRARY

MONTH OF MARCH 1988

Balance of All Funds

Operating Fund Checking Account	27,813.78	
Rensselaer Gift Fund Checking Account	72.73	
DeMotte Gift Fund Checking Account	1,879.48	
Wheatfield Gift Fund Checking Account	612.23	
BOND # 1 - DeMotte Checking Account	-1,024.23	
BOND # 2 - Wheatfield Checking Account	249.80	
Milroy Grant Fund Checking Account	1,747.41	
Reserve for Insurance	80.49	
Total money in Bank One Checking Account		31,431.69
Construction Fund Checking Account		6,736.37
Investments <i>Wheatfield</i>		
Library Bond DeMotte HiFi Account	16,147.92	
Operating Hi Fi Account	6,506.17	
Total Investments Hi Fi Accounts		22,654.09
Certificates of Deposit	30,000.00	
Certificate of Deposit	100,000.00	
Total Cert of Deposits		160,000.00
TOTAL OF ALL FUNDS		<u>220,822.15</u>

Accounts Payable

Health Insurance	63.96
Ind. Deferred	-30.00
State Tax Withheld	610.92
County Tax Withheld	<u>183.40</u>
	828.28

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8.3%	6,750.00	25%	20,250.00
1.12	Salary of Assistants	197,275.00	15,470.32	7.84%	46,765.63	23.7%	150,509.37
1.13	Wages of Janitors	9,990.00	745.14	7.46%	2,074.08	20.7%	7,915.92
3.23	Traveling Expenses	3,500.00	351.94	10.06%	643.88	18.4%	2,856.12
3.24	Professional Meetings	6,000.00	99.00	1.65%	153.00	2.6%	5,847.00
3.31	Advertising & Publications	300.00	2.00	.67%	46.40	1.5%	253.60
3.91	Dues	750.00	15.00	2.0%	15.00	2.0%	735.00
1.23	Emp. Cont. Group Insurance	2,500.00					2,500.00
3.41	Official Bonds	500.00			300.00	60.0%	200.00
3.42	Other Insurance	7,000.00	250.00	3.57%	250.00	3.6%	6,750.00
3.21	Telephone & Telegraph	5,550.00	415.17	7.48%	1,154.48	20.8%	4,395.52
3.51	Gas, Electric & Water	18,400.00	1,827.75	9.93%	4,861.77	26.4%	13,538.23
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00	600.00	20.0%	600.00	20.0%	2,400.00
2.11	Official Records	750.00			163.88	21.8%	586.12
2.12	Stationery & Printing	600.00	223.50	37.2%	223.50	37.2%	376.50
2.13	Other Office Supplies	3,300.00	312.74	9.46%	517.14	15.6%	2,782.86
2.21	Clean & Sanitation Supplies	3,750.00	96.66	2.58%	288.98	8.0%	3,461.02
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00					100.00
2.41	Library Supplies	3,500.00	1,174.07	33.54%	1,416.95	40.4%	2,083.05
2.42	Other Supplies	3,500.00	127.60	3.65%	127.60	3.6%	3,372.40
3.22	Postage	2,500.00	37.44	1.50%	292.30	11.6%	2,207.70
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98%	24.37
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00			23.75	5.9%	375.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00			.65		299.35
3.61	Building Repairs	2,500.00	7.50	1.0%	122.67	1.6%	7,377.33
3.62	Equipment Repairs	1,000.00	241.67	2.41%	261.67	2.6%	738.33
1.21	Employer Share FICA	17,700.00	1,393.54	7.87%	4,101.23	23.2%	13,598.77
1.22	Unemployment Comp.	4,600.00			525.94	11.4%	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	989.50	2.19%	2,633.25	58.5%	1,866.75
3.96	Petty Cash	120.00			120.00	100%	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	2,698.05	6.75%	4,423.73	11%	35,576.27
4.51	Books	80,000.00	3,295.81	4.12%	3,601.82	4.5%	76,398.18
4.52	Periodicals & Newspapers	10,000.00	410.39	4.10%	7,450.35	74.5%	2,549.65
4.53	Nonprint Materials	10,000.00	20.43	.02%	94.52		9,905.48
		529,890.00	33,054.82	6.24%	90,979.80	17.1%	438,910.20
	Encumbered Funds	26,507.44	469.48		9,885.83		16,621.61
		556,397.44	33,524.30		100,865.63		455,531.81

ESTIMATED 1988 CASH FLOW

BUDGET 1988

\$529,890.00 ACTUAL

Month received	Type of revenue/expenses	
Beginning balance 1/1/88		\$189,945.72 ACTUAL
Investments		\$122,390.74 Actual
Jan-May	Est. expenses	\$135,591.00 est
	Est. income-int. & misc.	\$6,300.00 est.
May	Certified shares	\$56,329.00 est.
	Property tax repl.	\$5,457.00 est.
Balance		\$49.98
June	General Property Tax	\$130,032.50 est
	License Excise Tax	\$6,824.00 est
	Bank, Bldg. & Loan	\$550.00 est
June-Nov	Est. expenses	\$290,432.00 est.
	Est. income int & misc.	\$11,725.00 est.
July	State Distribution	\$2,762.00 est
August	Investment matures	\$92,390.74 est.
November	Certified Shares	\$56,329.00 est
	Property tax repl.	\$5,457.00 est
Balance		\$15,688.22 est.
December	General Property Tax	\$130,032.50 est
	License Excise Tax	\$6,824.00 est
	Bank, Bldg. & Loan	\$550.00 est
	Est. expenseses (incl. LIRF transfer)	\$89,990.00 est
	Est. income int.&misc.	\$750.00 est
Balance	Cash on hand	\$63,854.72 est
	Investment	\$30,000.00 ACTUAL
Spending 97.4% of '88 bud. Begin. bal 1989		\$93,854.72 est

OPERATING FUND

BILLS TO BE ALLOWED

APRIL 11, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	383.27
NIPSCO	3.51	DeMotte	351.27
NIPSCO	3.51	Wheatfield	542.70
Northwestern Ind. Tele. Co.	3.21	DeMotte	142.02
United Telephone Co.	3.21	Rensselaer	176.92
United Telephone Co.	3.21	Wheatfield	86.74
		TOTAL [A]	1,682.92

Other Claims:

Arnold, Chuck	3.61	Window Washing-D	75.00
Austin Book Sales	4.51	Books	565.27
Baker & Taylor	4.51	Books	193.34
Baker & Taylor	4.51	Books -9.27	2,616.87
Becker, Margaret	3.23	Mileage	74.40
Bray, Julie	3.23	Mileage-\$24.60	32.60
	2.41	Summer Reading-\$8.00	
Brodart Co.	2.41	Sysdac Sup.-\$1,096.89	1,421.94
	4.40	Media Tree-CR-\$325.05	
Cheerful Earfuls	4.53	Records & Cassettes -85.97	107.77
Childrens Press	4.51	Books	966.14
Country Woman	4.52	Magazine-W	33.98
Daugherty, Lynn	4.51	Books-\$50.68	103.88
	3.23	Mileage-\$53.20	
Demco	4.40	Static Mat-R-\$30.76	2,990.12
	4.40	Cabinet-Mat-W-\$422.91	
	4.40	Book Rack-D-\$422.53	
		GIFT FUND-DeMotte-\$1,664.46	
	2.41	Library Sup.-\$40.76	
	4.51	Process. Sup.-\$408.70	
EBSCO	4.52	Subscription-R-\$3.58	406.92
	4.52	Subscription-D-\$147.51	
	4.52	Subscription-W-\$255.83	
Encyclopaedia Britannica Ed. Corp.	4.51	Books	623.00
Fagen, Charlotte	3.23	Mileage	30.80
Frank B. Hall & Co.	1.23	Medical Ins.-Martin, Salyers, Ricker	401.00
Gaylord	4.40	Cassette Carrousel-D	88.54
The H. W. Wilson Company	4.51	Books 3,042.00	3,042.00
Harvard Med. School Health Letter	4.52	Subscription-R	21.00
Harvey's	2.41	ILL Notebook-R	1.97
Heritage Office Products Inc.	3.95	Ser.Contract-R-\$115.00	589.13
	4.40	Typewriter-Off-\$439.20	
	2.13	Office Sup.-\$34.93	
Highsmith	4.40	Display Case-CR-\$97.76	374.91
	4.40	Workstation-R-\$277.15	
ILA/ILTA	3.24	Prof.Mtg.-Tachtiris, Daugherty	90.00
Lake County Public Library	4.51	Books	17.95
Listening Library Inc.	4.53	Recordings -31.80	32.80

Red figures indicate 1987 Encumbered Funds

Main Line Book Company	4.51	Books	19.30
Marshall Cavendish	4.51	Books	81.05
Martin, Mary K.	3.23	Mileage-\$8.80	95.70
	4.51	Books-\$5.00	
		MILROY GRANT PROJECT-\$81.90	
Midwest Living	4.52	Subscription-W	11.97
NIALSA	3.24	Prof. Mtg.-Fagen, Ricker	38.00
NIALSA		CONSTRUCTION FUND-Computer	5,400.00
NIALSA	4.40	Computers -433.57	493.87
Omni Micro Inc.	3.62	Repair Printer-R	34.50
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Perma-Bound	4.51	Books -152.06	152.06
Postmaster General	3.72	P.O. Box Rental-D	17.00
Postmaster General	3.22	Postage	167.69
Quill Corporation	4.40	Mat & Tray-W-\$129.93	237.97
	4.40	Diskette Tray-R-\$35.84	
	2.13	Office Sup.-\$72.20	
R. R. Bowker	4.51	Books	139.59
R W Pool Co., Inc.	2.21	Janitorial Sup.-R	70.42
Rensselaer Republican	3.31	Ad	57.96
Rose Records	4.53	Records -86.35	92.86
Salyers, Catherine A.	3.23	Mileage-\$51.60	81.60
	4.51	Books-\$30.00	
Salyers, Catherine A.		PETTY CASH-Rensselaer	43.87
	3.22	Postage-\$38.83	
	2.13	Office Sup.-\$5.04	
Schultz's Family Store	2.21	Jan. Sup.-R,W-\$66.91	78.80
	2.41	Lib. Sup.-R-\$4.22	
	2.41	Crayons-W-\$7.67	
Silver Burdett Press	4.51	Books	18.30
United Supply Co., Inc.	2.41	Library Sup.-R-\$11.04	46.58
	2.41	Library Sup.-D-\$35.54	
University Book Service	4.51	Books	26.81
Wabash Valley Alsa	3.24	Prof. Mtg.-Daugherty, Salyers	15.00
Wallmann's	2.21	Janitorial Sup.-R	7.58
Weber, LaDonna	3.23	Mileage	37.60

TOTAL [B] 22,378.91

TOTAL [A] + [B] 24,061.83

ESTIMATED 1988 CASH FLOW

BUDGET 1988 \$529,890.00 ACTUAL

Month received	Type of revenue/expenses	
Beginning balance 1/1/88		\$189,945.72 ACTUAL
Investments		\$122,390.74 Actual
Jan-May	Est. expenses	\$135,591.00 est
	Est. income-int. & misc.	\$6,300.00 est.
May	Certified shares	\$56,329.00 est.
	Property tax repl.	\$5,457.00 est.
Balance		\$49.98
June	General Property Tax	\$130,032.50 est
	License Excise Tax	\$6,824.00 est
	Bank, Bldg. & Loan	\$550.00 est
June-Nov	Est. expenses	\$290,432.00 est.
	Est. income int & misc.	\$11,725.00 est.
July	State Distribution	\$2,762.00 est
August	Investment matures	\$92,390.74 est.
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	Bank, Bldg. & Loan	\$550.00 est
	Est. expeneses (incl. LIRF transfer)	\$89,990.00 est
	Est. income int.&misc.	\$750.00 est
Balance	Cash on hand	\$63,854.72 est
	Investment	\$30,000.00 ACTUAL
Spending 97.4% of '88 bud. Begin. bal 1989		\$93,854.72 est

COMPUTER USE POLICY

1. The computer may be used by library card holders in good standing only. This computer use agreement must be signed and your card must be left at the circulation desk.
2. Children seven (7) years of age and under may use the computer only when accompanied by a parent or guardian.
3. Only one (1) person at a time may use the computer (except in the above instance or by special permission)
4. Software disks may be charged out from the circulation desk for in the library use only. Users must provide their own data disks and are free to bring software from home to use with the computers. Additional equipment (koala pads, joy sticks, etc.) may not be used with the library's equipment.
5. Print-outs are available from the circulation desk at 10 cents per sheet for computer paper. Print outs are to be run by staff members only.
6. Library staff have the right to restrict usage for those people who cannot abide by the regulations of the library or the specific rules for use of the computer.
7. Computers are for in library use only and may not be checked out of the library.
8. Patrons may reserve the computer for up to one hour of use time. More time may be allotted if no one else has reserved time or is waiting. Reserve times will only be held for 10 minutes.
9. If time had not be reserved for the use of the computer or if the person reserving the time has not arrive by 10 minutes after scheduled time, time on the computer is allotted on a first come first serve basis. Each person is then allotted up to one hour. Additional hours will be allotted if no one is waiting.
10. Staff will be permitted to use the public computers only if the patrons are not using them. Staff will vacate a computer in favor of a patron who wants to use it.

Jasper County Public Library

☐ De Motte Public Library
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ Rensselaer Public Library, Headquarters
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ Wheatfield Public Library
P.O. Box 184
Wheatfield, Indiana 46392
219-956-3774

APRIL 11, 1988

Since the remaining monies in the Wheatfield Construction Fund are unobligated; therefore, it is hereby resolved by the Jasper County Public Library Board that the remaining Wheatfield Construction Fund monies be transferred to the Wheatfield Bond and Interest Redemption Fund.

X Bubba Ruston
X Wilbur D. Doty
X Frank D. Wight
X Mary Linda Carey
X _____
X _____

CIRCULATION STATISTICS

[illegible]

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

MARCH 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	57	48	17
Received	52	42	15
Outstanding	5	6	2
INTRALIBRARY LOANS			
Filled	81	12	14
REGISTRATION			
Borrowers added			
Resident	208	180	66
Non-resident (f	6		
Expired cards	114		
Total Registered	10968		
REFERENCE QUESTIONS			
Telephone			
Directional	50	106	37
Reference	124	111	19
In-person			
Directional	116	69	32
Reference	247	368	111
Total	537	654	199
ICAL HISTORY			
In person	9		
Microfilms used	1		
Letters	0		

Agenda.....May 9, 1988

1. Wheatfield Citizens Group

2. Minutes

3. Bills/Financial Reports
2.1 Bills to be allowed
2.2 Payroll
2.3 Operating Fund
2.4 Construction Fund

MINUTES.....April 11, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on April 11 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Barbara Leestma, treasurer, Wanda Stewart, secretary, Bob Souza, and Frank Wright, trustees, Cathy Salyers, library director, Harriet Wisdom, president of Friends of the Wheatfield Library, Laura Long, and Margaret Barlog.

WHEATFIELD BUSINESS: The three visitors presented the Board with an invitation to a ceremony honoring Lois Ricker on April 17 from 2-4 pm at the Wheatfield Library.

MINUTES: On a motion by Wanda Stewart, seconded by Barbara Leestma, the minutes from the March 14 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: Mrs. Salyers presented a revised version of the financial statement. It was noted that the amount invested was in error. On a motion by Bob Souza, seconded by Wanda Stewart, the bills, operating fund financial statement with correction noted, construction fund financial statement and payroll were unanimously accepted.

DIRECTOR'S REPORT: Mrs. Salyers reported a record high circulation for Rensselaer of over 8,000 items for the month. While Wheatfield decreased, the total circulation for the month showed an increase.

Mrs. Leestma reported on the recent Five Year Planning Committee meeting. The group had a brain storming session. Mrs. Salyers reported that she was compiling the list of items discussed and catagorizing them for presentation at the next meeting.

On a motion by Bob Souza, seconded by Wanda Stewart, the board voted unanimously to accept the bid of Century Insurance company.

On a motion by Bob Souza, seconded by Wanda Stewart, the board voted unanimously to accept the Computer Use Policy as presented.

RENSSELAER BUSINESS: Mrs. Salyers presented a report from Mary K. Martin concerning the General Milroy Documents project. It was noted that a program on General Milroy would be held on May 5 at 7:00 pm at the Rensselaer Library.

There was a discussion of a new card catalog for Rensselaer. After considering the various proposed catalogs for purchase, there was a motion by Will Doty, seconded by Frank

Wright to permit the expenditure of not less than \$3000 but not more than \$4000 for a card catalog for Rensselaer.

DEMOTTE BUSINESS: Will Doty mentioned that measures to ensure a safe lighted area around the DeMotte building had not solved the problem. He proposed that another outdoor light be purchased to solve the lighting problem.

EXECUTIVE SESSION: At 7:55 pm the board call the executive session to order. There was a discussion of the director's and other personnel evaluations. The executive session adjourned at 8:55 pm.

On a motion by Frank Wright, seconded by Will Doty, the board voted unanimously to accept the evaluation of the director and to continue her employment.

ADJOURNMENT: By consensus, the meeting adjourned at 9:00 pm.

MINUTES.....April 22, 1988

The Jasper County Public Library met for an emergency executive session to discuss personnel matter on April 22 at 7:00 pm at the Rensselaer Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Wanda Stewart, secretary, Barbara Leestma, treasurer, Bob Souza, Frank Wright and Mary Linda Casey, trustees. The only topic discussed was personnel matters. No votes were taken. The meeting adjourned by consensus at 8:20 pm.

OPERATING FUND

BILLS TO BE ALLOWED

MAY 9, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	352.98
NIPSCO	3.51	DeMotte	333.98
NIPSCO	3.51	Wheatfield	469.86
Northwestern Ind. Tele. Co.	3.21	DeMotte	136.67
United Telephone Co.	3.21	Rensselaer	178.79
United Telephone Co.	3.21	Wheatfield	65.84
		TOTAL [A]	1,002.42

Other Claims:

A A Builders, Inc.	3.61	Install Hand Rail-D	155.00
A. E. Boyce Co., Inc.	2.11	Accts. Payable Vouchers	61.69
Ace Hardware	2.21	Janitorial Sup.-D-\$20.47	74.64
	4.40	Lock&Dustbuster-D-\$54.17	
Apple Computer, Inc.	4.40	Cable-R-\$22.33	737.50
	4.40	Disk Drives-W-\$715.17	
Associated Libraries, Inc.	4.51	Books	1,738.50
Baker & Taylor	4.51	Books	13.44
Baker & Taylor	4.51	Books	5,540.84
Becker, Margaret	3.23	Mileage	99.20
Ben Franklin	4.40	Poster Frames	61.16
Brodart Co.	2.41	Sysdac Tape & Ribbon	152.52
Childrens Press	4.51	Books	38.76
Consolidated Ins. Agency	3.41	Bonds-Weber	50.00
Daugherty, Lynn	3.23	Mileage-\$92.40	102.12
		GIFT FUND-DeMotte-Book-\$9.72	
Daugherty, Martha	3.23	Mileage	20.40
Davidson Titles, Inc.	4.51	Books	367.34
Demco	4.51	Repair Sup.-\$76.80	252.84
	2.41	Library Sup.-\$176.04	
Dugan's Office Supply	2.13	Office Sup.-\$35.76	297.46
	4.40	Rolodex File-D-\$29.95	
	4.40	Rolodex File-CR-\$77.25	
	4.40	Rolodex File-R-\$77.25	
	4.40	Rolodex File-W-\$77.25	
Fase's	4.40	Vacuum Hose-R-\$38.00	59.00
	2.21	Janitorial Sup.-R-\$9.00	
	2.21	Janitorial Sup.-W-\$12.00	
Gumdrop Books	4.51	Books	461.90
The H. W. Wilson Company	4.52	Subscriptions-R-\$188.00	308.00
	4.52	Subscriptions-W-\$120.00	
Harvey's		GIFT FUND-Rensselaer-Prizes	10.43
Heritage Office Products	2.13	Office Sup.-\$80.72	203.56
	2.42	Copier Paper-\$122.84	
The Highsmith Co., Inc.	4.51	Processing Sup.-\$208.41	495.91
	4.40	Table&Jackbox-CR-\$253.27	
	4.40	Media Bags-\$34.23	
Howard, Philip	3.95	Mowing-W	15.00
Marshall Cavendish	4.51	Books	396.70
Martin, Mary	3.23	Mileage-\$23.60	93.80
		MILROY GRANT-Salary-\$70.20	
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	205.00

Rainbow Books	4.53	VHS	292.50
Rensselaer Readmore		GIFT FUND-Rensselaer-Prizes	2.40
Salyers, Catherine A.	3.23	Mileage-\$56.00	87.00
	3.24	Budget Mtg. Reg.-\$31.00	
Salyers, Catherine A.		PETTY CASH-DeMotte	25.79
	2.13	Office Sup.-D-\$1.40	
	2.21	Janitorial Sup.-D-\$22.76	
	3.22	Postage-\$.25	
	2.41	Craft Sup.-D-\$1.38	
Schultz's	4.40	Game-\$2.24	6.41
		GIFT FUND-Rens.-Prizes-\$4.17	
Town & Country Mut. Ins. Co.	3.42	Building&Contents Ins.	4,201.00
Tysen's Country Grocery, Inc.	2.21	Janitorial Sup.-D	11.53
Walgreens		GIFT FUND-Rensselaer-Prizes	10.16
Wallmann's	2.21	Janitorial Sup.-R	15.23
Weber, La Donna	3.23	Mileage	44.36
Wheatfield Volunteer Fire	3.13	Call to Wheatfield	0.00
Department			
Zoo Books	4.52	Subscription-D	14.95
		TOTAL [B]	16,580.54
		TOTAL [A] + [B]	17,582.96 18,118.53

CONSTRUCTION FUND	EST. EXPENSES	SPENT THIS MONTH	SPENT TO DATE	BALANCE
amstra	\$364,909.00	\$0.00	\$349,847.91	
Image			18,245.45	(\$3,184.36)
OM	34,500.00	0.00	26,453.80	
Rotz		0.00	8,046.20	\$0.00
Additional	1,422.88	0.00	1,027.88	\$395.00
isc.	10,000.00	\$0.00	7,080.90	\$2,919.10
ttorney	10,005.00	0.00	10,005.00	\$0.00
an Handel	1,625.00	0.00	1,625.00	\$0.00
isher	1,511.04	0.00	1,511.04	\$0.00
rof. services	1,305.23	0.00	1,305.23	\$0.00
herber	3,504.40	0.00	3,504.40	\$0.00
eatfield	30.00	0.00	30.00	\$0.00
ons. Ins	3,609.00	0.00	3,609.00	\$0.00
urniture Equipment	76,450.00	\$0.00	\$84,328.40	(\$7,878.40)
Logg	10,000.00	0.00	8,850.00	\$1,150.00
TOTALS	518,871.55	0.00	525,470.21	(\$6,598.66)
ND	\$500,000.00			
INTEREST	\$26,835.24			
IECKS	\$525,470.21			
BLANCE LAST MONTH	\$1,365.03			
INTEREST	\$19.48			
IECKS	\$0.00			
BLANCE	\$1,384.51			

JASPER COUNTY PUBLIC LIBRARY

MONTH April

1968

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2250.00	08	9000.00	33	18,000.00
1.12	Salary of Assistants	197,275.00	16927.81	09	63693.44	32	133,581.56
1.13	Wages of Janitors	9,990.00	658.48	07	2732.56	27	7,257.44
3.23	Traveling Expenses	3,500.00	281.00	08	934.88	26	2,575.12
3.24	Professional Meetings	6,000.00	97.50	02	250.50	04	5,749.50
3.31	Advertising & Publications	300.00	57.96	19	104.36	35	195.64
3.91	Dues	750.00			15.00	02	735.00
1.23	Emp. Cont. Group Insurance	2,500.00	325.72	13	325.72	13	2,174.28
3.41	Official Bonds	500.00			300.00	60	200.00
3.42	Other Insurance	7,000.00	4201.00	60	4451.00	64	2,549.00
3.21	Telephone & Telegraph	5,550.00	405.68	07	1560.16	28	3,989.84
3.51	Gas, Electric & Water	18,400.00	1277.24	07	6139.01	33	12,260.99
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00			600.00	20	2,400.00
2.11	Official Records	750.00			163.88	22	586.12
2.12	Stationery & Printing	600.00	38.83	06	262.33	44	337.67
2.13	Other Office Supplies	3,300.00	112.17	03	629.31	19	2,670.69
2.21	Clean & Sanitation Supplies	3,750.00	144.91	04	433.89	12	3,316.11
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00					100.00
2.41	Library Supplies	3,500.00	1206.09	34	2623.04	75	876.96
2.42	Other Supplies	3,500.00			127.60	04	3,372.40
3.22	Postage	2,500.00	203.69	08	594.99	20	2,004.01
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00	17.00	04	40.75	10	358.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00			.65		299.35
3.61	Building Repairs	7,500.00	75.00	01	197.67	03	7,302.33
3.62	Equipment Repairs	1,000.00	34.50	03	296.17	30	703.83
1.21	Employer Share FICA	17,700.00	1489.70	08	5590.93	32	12,109.07
1.22	Unemployment Comp.	4,600.00			525.94	11	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	126.50	03	2759.75	61	1,740.25
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	2329.97	06	6753.70	17	33,246.30
4.51	Books	80,000.00	5752.73	07	9354.55	12	70,645.45
4.52	Periodicals & Newspapers	10,000.00	473.87	05	7924.22	79	2,075.78
4.53	Nonprint Materials	10,000.00	29.31		123.83	01	9,876.17
		529,890.00	38516.66		129496.46		400,393.54
	Encumbered Funds	26,507.44	3841.02	14	13,726.85	52	12,780.59

Jasper County Public Library

April 1988

Operating Fund in Checking Account	24,239.31
Wheatfield Gift Fund	616.23
Reserve for Insurance	80.49
Construction Fund Checking Account	1,384.51
Lib. Bond #1 DeMotte Ck.Account	-1,024.23
Rensselaer Gift Fund Ck.Account	72.73
DeMotte Gift Fund	1,879.48
Milroy Grant Ck.Acct.	1,747.41
Bond #2-Whtfld. Ck. Account	16,539.26
Certificate of Deposit	100,000.00
Certificate of Deposit	<u>30,000.00</u>
	175,535.19

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
APRIL 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	19	19	3	3	1071	20	19	3	3	706			2	2	466
Non-Fiction	56	41	7	7	1365	43	32	6	6	1042	1	1	3	3	593
Paperbacks	1	1	2	2	517			1	1	574					515
CHILDREN'S BK															
Fiction	35	35	1	1	1429	11	11			1221	15	15	1	1	618
Non-fiction	70	70	7	7	721	26	25			433	37	37	18	18	175
FILMSTRIPS					5										
MAGAZINES															
Adult					543			2	2	522					352
Children					6										
, PRINTS, PROJECTORS...					20					1					6
SOUND RECORDINGS	17	17			174	3	3	35	35	59			2	2	118
PAMPHLETS	80	80			170			3	3	85	18	18			14
VHS's			5	5	501					525			3	3	451
CED's								36	36						
XX															
TOTAL	278	263	25	25	6522	103	90	86	86	5168	71	71	29	29	3308
PERCENT										no chang					
Increase					4%										19%
Decrease															
TOTAL VOLUMES OWNED															
TOTAL TITLES OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					16036					14998	-6%				
Daily Average															
January to date															
Total Circulation					67016					65544	-2%				
Rensselaer day										251					
DeMotte day										199					
Wheatfield day										127					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JL 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	51	81	14
Received	46	64	14
Outstanding	5	17	0
INTRALIBRARY LOANS			
Filled	57	45	10
REGISTRATION			
Borrowers added			
Resident	107	93	53
Non-resident	15		
fee			
Expired cards	126		
Total Registered	11024		
REFERENCE QUESTIONS			
Telephone			
Directional	44	79	36
Reference	146	99	15
In-person	120	70	46
Directional	266	263	103
Reference			
Total	576	511	200
LOCAL HISTORY			
In person	8		
Microfilms used	2		
Letters	1		

Jasper County Public Library
 Angelica and North Van Rens. Street
 Rensselaer, IN 47978

05-02-88
 4:05

CASH INCOME STATEMENT

Comparison:

PAGE 1

ACCOUNT NAME	MAY 88 THRU MAY 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Super Now-Int. Oper.	325.78	.9	0.00	0.00	2745.17	1.4	0.00	0.00
Cert. of Dep. Interest	0.00	0.0	0.00	0.00	3312.50	1.7	0.00	0.00
TOTAL INTEREST	325.78	.9	0.00	0.00	6057.67	3.2	0.00	0.00
Renss. Fines	373.42	1.0	0.00	0.00	1899.75	1.0	0.00	0.00
Renss. Copy	182.30	.5	0.00	0.00	968.60	.5	0.00	0.00
Rensselaer Cards	13.00	0.0	0.00	0.00	65.50	0.0	0.00	0.00
DeMotte Cards	10.00	0.0	0.00	0.00	114.50	.1	0.00	0.00
DeMotte Copies	286.20	.8	0.00	0.00	1331.70	.7	0.00	0.00
DeMotte Fines	296.35	.8	0.00	0.00	1549.48	.8	0.00	0.00
Wheatfield Cards	1.00	0.0	0.00	0.00	2.00	0.0	0.00	0.00
Wheatfield Copies	44.60	.1	0.00	0.00	418.65	.2	0.00	0.00
Wheatfield Fines	96.75	.3	0.00	0.00	740.07	.4	0.00	0.00
DeMotte Gift Fund	0.00	0.0	0.00	0.00	1946.46	1.0	0.00	0.00
Rensselaer Gift Fund	20.00	.1	0.00	0.00	306.25	.2	0.00	0.00
Wheatfield Gift Fund	27.00	.1	0.00	0.00	541.00	.3	0.00	0.00
Whtlfd. Income & exp	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
DeMotte Income	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Petty Cash Fund	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Sale of Books	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Refunds	0.00	0.0	0.00	0.00	90.40	0.0	0.00	0.00
Reciprocal Borrowing	0.00	0.0	0.00	0.00	111.00	.1	0.00	0.00
Certified Shares	56329.00	147.8	0.00	0.00	56329.00	29.7	0.00	0.00
Property Tax Replac.	5457.00	14.3	0.00	0.00	5457.00	2.9	0.00	0.00
Bank, Bldg, Loan	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL OTHER INCOME	63136.62	165.7	0.00	0.00	71871.36	37.9	0.00	0.00
GROSS BUSINESS INCOME	63462.40	166.5	0.00	0.00	77929.03	41.1	0.00	0.00
Resale Cost of Goods	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL COST OF GOODS SOLD	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
NET BUSINESS INCOME	63462.40	166.5	0.00	0.00	77929.03	41.1	0.00	0.00
Salary of Librarian	2250.00	5.9	0.00	0.00	11250.00	5.9	0.00	0.00
Salary of Assistants	15592.78	40.9	0.00	0.00	79286.22	41.8	0.00	0.00
Wages of Janitors	603.38	1.6	0.00	0.00	3335.94	1.8	0.00	0.00
Salaries Expense	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
TOTAL WAGES & SALARIES	18446.16	48.4	0.00	0.00	93872.16	49.5	0.00	0.00
Traveling Expense	335.96	.9	0.00	0.00	1260.84	.7	0.00	0.00
Professional Meeting	31.00	.1	0.00	0.00	281.50	.1	0.00	0.00
TOTAL TRAVEL & ENTERTAINMENT	366.96	1.0	0.00	0.00	1542.34	.8	0.00	0.00
Advertising & Pub.	0.00	0.0	0.00	0.00	104.36	.1	0.00	0.00
TOTAL ADVERTISING	0.00	0.0	0.00	0.00	104.36	.1	0.00	0.00

Dues

CASH INCOME STATEMENT

Comparison:

PAGE 2

ACCOUNT NAME	MAY 88 THRU MAY 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Emp. Cont. Group Ins	0.00	0.0	0.00	0.00	325.72	.2	0.00	0.00
Official Bonds	50.00	.1	0.00	0.00	350.00	.2	0.00	0.00
Other Insurance	4201.00	11.0	0.00	0.00	8632.00	4.6	0.00	0.00
TOTAL INSURANCE	4251.00	11.2	0.00	0.00	9327.72	4.9	0.00	0.00
Telephone Telegraph	381.27	1.0	0.00	0.00	1941.43	1.0	0.00	0.00
Gas, Elec., Water	1156.72	3.0	0.00	0.00	7295.73	3.8	0.00	0.00
TOTAL UTILITIES & TELEPHONE	1537.99	4.0	0.00	0.00	9237.16	4.9	0.00	0.00
Consulting Services	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Eng. & Arch. Serv.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Other Prof. Services	0.00	0.0	0.00	0.00	600.00	.3	0.00	0.00
TOTAL LEGAL & PROFESSIONAL FEE	0.00	0.0	0.00	0.00	600.00	.3	0.00	0.00
Official Records	61.69	.2	0.00	0.00	225.57	.1	0.00	0.00
Stationery and Print	0.00	0.0	0.00	0.00	262.33	.1	0.00	0.00
Other Office Supplies	117.88	.3	0.00	0.00	747.19	.4	0.00	0.00
Clean & Sanit. Supp.	90.99	.2	0.00	0.00	524.88	.3	0.00	0.00
Fuel, Oil & Lub.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Other Operating Sup.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Library Supplies	329.94	.9	0.00	0.00	2952.98	1.6	0.00	0.00
Other Supplies	122.84	.3	0.00	0.00	250.44	.1	0.00	0.00
Postage	205.25	.5	0.00	0.00	701.24	.4	0.00	0.00
Freight & Express	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Printing & oth. supp	0.00	0.0	0.00	0.00	975.63	.5	0.00	0.00
TOTAL SUPPLIES & POSTAGE	928.59	2.4	0.00	0.00	6640.26	3.5	0.00	0.00
Realstate Rental	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Equipment Rental	0.00	0.0	0.00	0.00	40.75	0.0	0.00	0.00
TOTAL RENT	0.00	0.0	0.00	0.00	40.75	0.0	0.00	0.00
Building Mat. & Sup.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Paint & Painting Sup	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Repair Parts	0.00	0.0	0.00	0.00	.65	0.0	0.00	0.00
Building Repair	155.00	.4	0.00	0.00	352.67	.2	0.00	0.00
Equipment Repairs	0.00	0.0	0.00	0.00	296.17	.2	0.00	0.00
TOTAL REPAIRS	155.00	.4	0.00	0.00	649.49	.3	0.00	0.00
Employer Share FICA	1385.32	3.6	0.00	0.00	6976.25	3.7	0.00	0.00
Unemployment comp.	0.00	0.0	0.00	0.00	525.94	.3	0.00	0.00
TOTAL TAXES	1385.32	3.6	0.00	0.00	7502.19	4.0	0.00	0.00
Other Personal serv.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Interest on Loans	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Taxes & Assessments	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Transfer to LIRF	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Lawn & Maint. care	26.50	.1	0.00	0.00	2786.25	1.5	0.00	0.00
Petty Cash	0.00	0.0	0.00	0.00	120.00	.1	0.00	0.00
Interview & Moving	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Land	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Buildings	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Improv. than Bldgs.	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Furniture & Equip.	1442.27	3.8	0.00	0.00	8195.97	4.3	0.00	0.00

CASH INCOME STATEMENT

Comparison:

PAGE 3

ACCOUNT NAME	MAY 88 THRU MAY 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Books	8842.69	23.2	0.00	0.00	18197.24	9.6	0.00	0.00
Periodicals & News	322.95	.8	0.00	0.00	8247.17	4.4	0.00	0.00
Nonprint Material	292.50	.8	0.00	0.00	416.33	.2	0.00	0.00
Labor Hired	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Encumbered Funds	0.00	0.0	0.00	0.00	13726.85	7.2	0.00	0.00
Wheatfield Gift Exp.	0.00	0.0	0.00	0.00	280.71	.1	0.00	0.00
DeHottel Gift Expense	9.72	0.0	0.00	0.00	2122.40	1.1	0.00	0.00
Res.Gift Expenses	27.16	.1	0.00	0.00	277.16	.1	0.00	0.00
Milroy Expenses	70.20	.2	0.00	0.00	268.80	.1	0.00	0.00
Construction Fund	0.00	0.0	0.00	0.00	5400.00	2.8	0.00	0.00
TOTAL OTHER OPERATING EXPENSES	11033.99	29.0	0.00	0.00	60038.88	31.7	0.00	0.00
 TOTAL BUSINESS EXPENSES	 38105.01	 100.0	 0.00	 0.00	 189570.31	 100.0	 0.00	 0.00
 BUSINESS PROFIT/LOSS	 25357.39	 66.5	 0.00	 0.00	 -111641.28	 -58.9	 0.00	 0.00
 Current Year p/l	 25357.39	 66.5	 0.00	 0.00	 -111641.28	 -58.9	 0.00	 0.00

JUNE

1. Wheatfield Business
 - 1.1 Wheatfield Citizens Group
2. Minutes
3. Bills/Financial Statement
 - 3.1 Bills to be allowed
 - 3.2 Payroll
 - 3.3 Operating Fund Financial Statement
4. Rensselaer Business
 - 4.1 Building Restoration Project-proposed specifications
 - 4.2 Milroy Project Update
5. Director's Report
 - 5.1 Circulation
 - 5.2 Indiana Deferred Compensation
 - 5.3 1989 Budget
 - 5.4 Five Year Plan Draft #1
 - 5.5 NILBA Meeting
6. DeMotte Business

MINUTES.....MAY 9, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on May 9 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Wanda Stewart, secretary, Mary Linda Casey, Bob Souza, and Frank Wright, trustees.

WHEATFIELD BUSINESS: A Wheatfield Citizens Group came to discuss the dismissal of Lois Ricker. Speakers for the group included Marge Hohner, Harriet Wisdom, Jim Longstreth, Judy Markland, Terry Robbins, Steve Mathis, and several unidentified persons. The group expressed their desire to have Mrs. Ricker reinstated noting that in their opinion she gave the best service and was the friendliest of all the staff at the Wheatfield Library. The group requested details of Mrs. Ricker's job performance and presented a notarized copy of a written document given to Mrs. Ricker by LaDonna Weber and signed by Mrs. Ricker, Mrs. Weber and Mrs. Salyers. The Library Board's response was through attorney Bill Moriarty who stated that the Library Board would be willing to discuss details of the dismissal with Mrs. Ricker but would not discuss the details with anyone else. Mrs. Hohner then requested that the group be placed on the agenda for the June 13 meeting and requested that the meeting be held in Wheatfield.

MINUTES: On a motion by Will Doty, seconded by Barbara Leestma, the minutes from the April 11 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: On a motion by Mary Linda Casey, seconded by Wanda Stewart, the bills to be allowed and payroll were unanimously approved.

On a motion by Will Doty, seconded by Mary Linda Casey, the board unanimously resolved to move the remaining monies from the Wheatfield Construction Fund to the Wheatfield Bond and Interest Redemption Fund.

On a motion by Frank Wright, seconded by Mary Linda Casey, the board unanimously approved the operating and construction fund financial statements.

There was a discussion of holding an executive session to discuss the matter concerning Mrs. Ricker and the Wheatfield Library. It was decided by consensus to hold that meeting on Monday, May 16 at 8:00 pm.

A draft public statement concerning the dismissal of Mrs. Ricker was presented. There was a discussion of releasing the statement prior to the next meeting.

ADJOURNMENT: By consensus, the meeting adjourned at 8:45 pm.

JASPER COUNTY PUBLIC LIBRARY

MONTH MAY

1988

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	08	11,250.00	42	15,750.00
1.12	Salary of Assistants	197,275.00	15,592.78	7.9	79,286.22	40	117,988.78
1.13	Wages of Janitors	9,990.00	603.38	6	3,335.94	33	6,654.06
3.23	Traveling Expenses	3,500.00	335.96	10	1,260.84	36	2,239.16
3.24	Professional Meetings	6,000.00	31.00	1	281.50	5	5,718.50
3.31	Advertising & Publications	300.00			104.36	35	195.64
3.91	Dues	750.00			15.00	02	735.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00	50.00	1	350.00	70	150.00
3.42	Other Insurance	7,000.00	4,201.00	60	8,652.00	124	-1,652.00
3.21	Telephone & Telegraph	5,550.00	381.27	7	1,941.43	35	3,608.57
3.51	Gas, Electric & Water	18,400.00	1,156.72	.0629	7,295.73	40	11,104.27
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00			600.00	20	2,400.00
2.11	Official Records	750.00	61.69	.08	225.57	30	524.43
2.12	Stationery & Printing	600.00			262.33	44	337.67
2.13	Other Office Supplies	3,300.00	117.88	.04	747.19	23	2,552.81
2.21	Clean & Sanitation Supplies	3,750.00	90.99	.02	524.88	14	3,225.12
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00					100.00
2.41	Library Supplies	3,500.00	329.94	.09	2,952.98	84	547.02
2.42	Other Supplies	3,500.00	122.84	.04	250.44	07	3,249.56
3.22	Postage	2,500.00	205.25	.08	800.24	32	1,699.76
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00			40.75	10	358.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00			.65		299.35
3.61	Building Repairs	7,500.00	155.00	.02	352.67	.05	7,147.33
3.62	Equipment Repairs	1,000.00			296.17	30	703.83
1.21	Employer Share FICA	17,700.00	1,385.32	.08	6,976.25	39	10,723.75
1.22	Unemployment Comp.	4,600.00			525.94	11	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	26.50	.0059	2,786.25	62	1,713.75
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	1,442.27	.036	8,195.97	21	31,804.03
4.51	Books	80,000.00	8,842.69	11	18,197.24	23	61,802.76
4.52	Periodicals & Newspapers	10,000.00	322.95	.03	8,247.17	82	1,752.83
4.53	Nonprint Materials	10,000.00	292.50	.029	416.33	.041	9,583.67
		529,890.00	37,997.93		167,593.39		362,296.61
	Encumbered Funds	26,507.44			13,226.85	52	12,780.59

JASPER COUNTY PUBLIC LIBRARY

May 1988

Operating Fund in Checking Account	49,605.52
Wheatfield Gift Fund Checking Account	616.23
Reserve for Insurance Checking Account	80.49
Construction Fund Checking Account	1,384.51
Lib. Bond # 1 - DeMotte Ck. Account	-1,024.23
Rensselaer Gift Fund Checking Account	72.73
DeMotte Gift Fund Checking Account	1,879.48
Milroy Grant Checking Account	1,747.41
Bond # 2 - Wheatfield Checking Account	16,539.26
Certificate of Deposit	100,000.00
Certificate of Deposit	<u>30,000.00</u>
	200,901.40

OPERATING FUND

BILLS TO BE ALLOWED

JUNE 13, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	275.95
NIPSCO	3.51	DeMotte	250.13
NIPSCO	3.51	Wheatfield	386.02
Northwestern Ind. Tele. Co.	3.21	DeMotte	151.15
United Telephone Co.	3.21	Rensselaer-\$193.15	433.77
	4.51	Books-\$240.62	
United Telephone Co.	3.21	Wheatfield	80.70
		TOTAL [A]	1,577.72

Other Claims:

A. E. Boyce Co., Inc.	2.11	Warrants	161.77
Ace Hardware	4.40	Equipment-D-\$54.90	73.16
	2.21	Jan. Sup.-D-\$18.26	
American Camping Association	4.51	Books	14.45
American Directory Publishing	4.51	Books	99.00
American Library Association	2.41	Library Sup.-W	33.06
Associated Libraries, Inc.	4.51	Books	429.72
Austin Book Sales	4.51	Books	329.10
Baker & Taylor	4.51	Books	380.01
Baker & Taylor	4.51	Books-\$1,350.18	1,373.18
		GIFT FUND-DeMotte-\$23.00	
Becker, Bob	3.95	Lawn Care-D	47.25
Becker, Margaret	3.23	Mileage	111.60
Ben Franklin	2.41	Summer Read.-D-\$13.49	24.28
	2.41	Summer Read-W-\$10.79	
Books Unlimited	4.51	Books	53.23
Bray, Julie	3.23	Mileage	33.40
Brodart Co.	2.41	Sysdac Tape & Ribbon	152.84
Cheerful Earfuls	4.53	Records & Cassettes	6.95
Childrens Press	4.51	Books	56.92
Daugherty, Lynn	3.23	Mileage-\$126.40	292.25
	3.24	Prof. Meeting-\$137.85	
	4.51	Books-\$28.00	
Davidson Titles, Inc.	4.51	Books	814.19
De Young Plmbg. & Heating	3.62	Water Htr. Rep.-W	85.10
Demco	4.40	Card Cat.-R-\$4054.49	4,323.04
	2.41	Library Sup.-\$268.55	
Dun's Marketing Services	4.51	Books	862.50
EBSCO	4.52	Subscription-R-\$16.50	38.50
	4.52	Subscription-D-\$19.80	
	4.52	Subscription-W-\$2.20	
Encyclopaedia Britannica Ed.Corp.	4.51	Books	598.00
Fagen, Charlotte	3.23	Mileage	25.20
Fagen Pharmacy	2.41	VHS Tape	6.99
The Fogerty Partnership	3.13	Architectural Services	1,448.78
Architects		Rens. Exterior Rehab.	
Gumdrop Books	4.51	Books	197.31
Harvey's	2.41	Library Sup.-CR-R	15.57
Heritage Office Products Inc.	2.42	Copier Paper-\$33.40	355.58

	RECIPROCAL BORROWING FUND-\$111.00	
	4.40 File Cab.-R-\$198.90	
	2.13 Office Sup.-\$12.28	
Highsmith	4.40 Rack-CR-R-\$29.65	38.88
	4.51 Processing Sup.-\$9.23	
Howard, Philip	3.95 Mowing-W	15.00
Jacobsens Inc.	4.40 Card Holder-D-\$11.20	60.85
	2.13 Office Sup.-\$49.65	
Karen's Kids	2.41 Library Sup.-CR	31.70
Kimbo Educational	4.53 Recordings	79.64
Long's Gifts	2.41 Bookmarks	31.50
Manufacturers' News, Inc.	4.51 Books	93.60
Martin, Mary K.	MILROY GRANT PROJECT-Wages	300.30
National Geographic Society	4.51 Books	20.70
National Wildlife Federation	4.52 Subscription-W	10.00
Milan's	3.24 Professional Meeting	47.80
Ojserkis	4.40 Matting-W-\$61.86	119.22
	2.21 Jan. Sup.-R-\$57.36	
Ooms Bros. Disposal Service, Inc.	3.95 Trash Pick-Up-D	11.50
Post-Tribune	4.52 Subscription -D	114.40
Postmaster General	3.22 Postage	150.00
Quill Corporation	4.40 Paper Trimmer-W-\$23.69	41.44
	2.13 Office Sup.-\$17.75	
Salyers, Catherine A.	3.23 Mileage	36.60
Scarecrow Press	4.52 Subscription-D	27.00
Schultz's Family Store	2.21 Jan.Sup.-R,W-\$57.49	67.86
	2.41 Lib.Sup.-CR-R-\$10.37	
The Sewall Company	4.51 Books	44.46
Silver Burdett Press	4.51 Books	52.90
Stricklin, Van	3.62 Repair Videocassettes	26.00
Studio of Scribal Art	2.41 Posters for Sum.Read.	56.00
Internal Revenue Service	1.21 F.I.C.A.	82.02
DeMotte State Bank	BIRF #1--Bond Payment	858.75
DeMotte State Bank	BIRF #1--Bond Payment	25.00
American Fletcher National Bank	BIRF #2--Bond Payment	11,918.75
	TOTAL [B]	26,804.80
	TOTAL [A] + [B]	28,382.52

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

1. 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	75	69	6
Received	63	48	4
Outstanding	12	21	2
INTRALIBRARY LOANS			
Filled	44	7	24
REGISTRATION			
Borrowers added			
Resident	66	61	29
Non-resident	4		
fee			
Expired cards	160		
Total Registered	11093		
REFERENCE QUESTIONS			
Telephone			
Directional	40	53	30
Reference	120	76	22
In-person			
Directional	80	56	34
Reference	177	262	79
Total	417	447	165
LOCAL HISTORY			
In person	19		
Microfilms used	2		
Letters	1		

RENSSELAER					DEMOTTE					WHEATFIELD				
ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
E		E		ATION	E		E		ATION	E		E		ATION

Fiction	25	23	74	74	1049	32	21	13	13	719	65	64	1	1	380
Non-Fiction	84	63	24	5	921	60	60	78	78	809	71	56			489
Paperbacks	31	29			431	16	16	2	2	544	1	1			387

Fiction	25	25	3	3	1669	9	9	17	17	1097	11	11			499
Non-fiction	109	90	8	8	725	5	5	3	3	356	30	11	96	70	133

Adult	551	4	4	405	199
Children	4	2	2		

RECORDINGS	10	10	1	1	151	4	4	70	111
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TOTAL	375	331	113	94	6373	127	116	158	158	4462	226	191	98	72	2492
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Increase	13%	13%
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Decrease	-26%
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OWNED

OWNED

Circulation	12871	13327	4%
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Daily Average

Total Circulation	79887	78877	-1%
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Rensselaer day 255

DeMotte	day	178
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Wheatfield	day	100
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JULY

Agenda.....July 11, 1988

1. Wheatfield Business

1.1 Harriet Wisdom

2. Rensselaer Business

2.1 Dan Fogerty-Proposed Specifications for building
maintenance project

2.2 Airconditioner

2.3 Milroy Project Final Report

3. Minutes

4. Bills/Financial Reports

4.1 Bills

4.2 Payroll

4.3 Operating Fund

5. Budget 1989 - Wil Doty

6. Circulation Report

7. DeMotte Business

7.1 Arts & Crafts Festival

7.2 Paperback racks

The regular monthly meeting of the Jasper County Public Library Board was held on June 13 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Will Doty, vice-president, Barbara Leestma, treasurer, Mary Linda Casey, Bob Souza, and Frank Wright, trustees.

WHEATFIELD BUSINESS: A Wheatfield Citizens Group came to discuss the dismissal of Lois Ricker. Spokesperson Marge Hohner noted that petitions had been circulated for one week. A petition to reinstate Mrs. Ricker possessed 967 signatures, and petition to dismiss Mrs. Weber possessed 561 signatures. Later Mrs. Hohner stated that there were separate petitions for students. Mrs. Casey asked if the signatures were from taxpayers or residents. Mrs. Hohner replied residents. Mrs. Hohner stated that 12 children participated in one of the recent Wheatfield Summer Reading program and noted that over 100 children registered the previous year. Four or five children attend a recent storytime. She further commented that Mrs. Ethel Yoder gave her permission for her case to be used if it would help Mrs. Ricker be reinstated. Mrs. Hohner then noted that Mrs. Yoder was also dismissed for "poor" job performance.

Mr. Frank Wright commended the group for their support and loyalty of Mrs. Ricker. In regards to the Wheatfield building, he stated that all Jasper County residents benefit from its services and materials. He noted that "friendliness" is important but did not know if their charges against the staff at Wheatfield were correct. He agreed that the written document given Mrs. Ricker on March 17 was not up to the professional standards that he would like to see used and had discussed the matter with Mrs. Salyers who agreed with him. He stated that the manner of dress by the board was certainly not fancy and did not regard any staff members lack of "fancy" dress as a condition of employment. He stated that Mrs. Salyers had been with the library for seven years and had proven her integrity in decision making. He also stated that change was difficult for him to accept and understands why change can be difficult for others to accept.

On a motion by Mary Linda Casey, seconded by Will Doty, the Board voted unanimously to adopt Mr. Wright's statements.

Attorney Pat Riley commented that the Board and Library Administration were more interested in time management that they were in personnel pointing out that just because someone is old and has difficulty doing his/her job is not a reason for dismissal. She noted that even though the library operates under employment at will, the library does

not have the right to violate staff members civil rights. She addressed the citizens group and stated that the group can still pursue having the Library Board members replaced by contacting the appointing authorities and that a discrimination suit based on age was another possible course of action.

Mike Silverthorn asked if there was any way this matter could be settled without anyone having "egg on their face". He stated that he felt from the documentation he had seen, the measures taken in Mrs. Ricker's case were punitive instead of corrective in nature.

The group asked Mrs. Salyers if she would reinstate Mrs. Ricker. Mrs. Salyers stated that she would not. The group then asked that the Library Board override Mrs. Salyers' decision. When the board did not take action, an unidentified person asked why the petitions did not make a difference. Will Doty noted that he had not seen the petitions. At that time the petitions were presented to the Board. Again, the group asked for the Board to reinstate Mrs. Ricker. President Lawyer noted that she asked the Board Members several times if they had anything to say regarding the matter but a motion was not made.

Harriet Wisdom displayed a graph comparing last year's circulation statistics with the current year and asked if the Board Members were aware of the drop in circulation. She pleaded for them to change their minds and stated that Mrs. Ricker and she worked almost entirely alone in 1987 when circulation was higher than it is now. Mrs. Salyers stated that current circulation levels were similar to 1986 levels. An unidentified person called Mrs. Salyers a liar regarding circulation statistics.

After a final appeal by the group asking how the Board Members would feel if Mrs. Ricker was their relative, President Lawyer stated that the Board had to go on to other business.

MINUTES: On a motion by Frank Wright, seconded by Will Doty, the minutes from the April 11 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: On a motion by Mary Linda Casey, seconded Barbara Leestma, the bills to be allowed and payroll were unanimously approved.

On a motion by Frank Wright, seconded by Bob Souza, the board unanimously approved the operating fund financial statement

RENSSELAER BUSINESS: The Board adjourned and reconvened outside the Rensselaer Building to discuss proposed

specifications for the maintenance project. Mary K. Martin noted that the brick would not be sandblasted because that procedure would be damaging to the integrity of the brick. Cracked bricks would be removed and replaced with bricks from the inside of the building or acceptable new bricks. The shed on the back of the building is to have the roof replaced, the gutters are to be cleaned and covered with wire, and the chimney repaired. According to the specifications, the evergreen trees at the front of the building are to be removed. The Board asked if the gutters were to be repaired or replaced, would caulking or cement be used in the repairs, would we be doing landscaping, would the bike rack be changed, and were the tulip trees to be trimmed? The questions were to be directed to Mr. Fogerty at the next meeting.

Mary K. Martin then reported that the Milroy project was near completion. She has finished cataloging the documents and was preparing the catalog kits and wrapping and labeling the documents. She also stated that there would be public meetings on June 21 and 29 to display the documents and answer questions regarding Milroy and/or the project.

DIRECTOR'S REPORT: Mrs. Salyers reported that the circulation for the system had increased 4% for the month of May but showed a 1% decrease for the year.

Mrs. Salyers presented an application document for the Indiana Deferred Compensation to be signed by the Board. She noted that the library was already a member but was required to submit the document to remain members. Frank Wright asked if deductions from the payroll could be used to lower the amount of federal taxes deducted. Mrs. Salyers stated that she did not know but would check into the matter. Mr. Wright stated tht he felt that the Library should do whatever it can do to benefit the staff.

There was a discussion of the proposed 1989 budget. It was noted that the proposed budget reflected the decrease in the amount of Certified Shares that the library now receives. The overall budget was decreased by 10% resulting in a total proposed budget of \$476,395. Further discussion on the matter was tabled until the July meeting.

A draft of the Five Year Plan was presented. It was a result of the efforts of the Five Year Planning committee. After reading through the draft, Mr. Wright stated that the plan was ambitious and there definitely was a need to set priorities. The Draft was tabled pending further study.

President Lawyer asked who would like to attend the NILBA meeting on June 29. Barbara Leestma, Miriam Lawyer, Wil Doty and Cathy Salyers stated that they would be attending.

DEMOTTE BUSINESS: Mrs. Salyers stated that an offer to buy several wire paperbacks racks at DeMotte had been received. The racks are no longer useful to the Library. She also noted a request to purchase the old card catalog at Rensselaer. She was asked if the catalog could be used by the Library, and she stated that it was to be used for the shelf list. By consensus the Board stated that if any item could be used by the library, it should not be sold.

ADJOURNMENT: On a motion by Frank Wright, seconded by Barbara Leestma, the meeting adjourned at 9:00 pm.

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8.3	13,500.00	50	13,500.00
1.12	Salary of Assistants	197,275.00	15,740.41	8	95,026.63	48.2	102,248.37
1.13	Wages of Janitors	9,990.00	736.48	7	4,072.42	40.8	5,917.58
3.23	Traveling Expenses	3,500.00	333.20	10	1,594.04	45.5	1,905.96
3.24	Professional Meetings	6,000.00	185.65	3	467.15	7.8	5,532.85
3.31	Advertising & Publications	300.00			104.36	35	195.64
3.91	Dues	750.00			15.00	2	735.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00			350.00	70	150.00
3.42	Other Insurance	7,000.00			8,652.00	124	-1,652.00
3.21	Telephone & Telegraph	5,550.00	425.00	7.7	2,366.43	42.6	3,183.57
3.51	Gas, Electric & Water	18,400.00	912.10	5	8,207.83	44.6	10,192.17
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00	1,448.78	48.3	2,048.78	68.3	951.22
2.11	Official Records	750.00	161.77	2.1	387.34	51.6	362.66
2.12	Stationery & Printing	600.00					600.00
2.13	Other Office Supplies	3,300.00	79.68	2.4	826.87	25.1	2,473.13
2.21	Clean & Sanitation Supplies	3,750.00	133.11	3.5	657.99	17.5	3,092.01
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00					100.00
2.41	Library Supplies	3,500.00	630.86	18	3,583.84	102	- 83.84
2.42	Other Supplies	3,500.00	33.40	1	283.84	8	3,216.16
3.22	Postage	2,500.00	150.00	6	851.24	3.4	1,648.76
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00					1,000.00
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00			40.75	10	358.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00			.65		299.35
3.61	Building Repairs	7,500.00			352.67	5	7,147.33
3.62	Equipment Repairs	1,000.00	111.10	1.1	407.27	40.7	592.73
1.21	Employer Share FICA	17,700.00	1,494.05	8.4	8,470.30	47.9	9,229.70
1.22	Unemployment Comp.	4,600.00			525.94	11	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	73.75	1.6	2,860.00	63.6	1,640.00
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	4,434.69	11.1	12,630.66	31.6	27,369.34
4.51	Books	80,000.00	5,674.12	7.1	23,871.36	29.8	56,128.64
4.52	Periodicals & Newspapers	10,000.00	189.90	1.9	8,437.07	84.4	1,562.93
4.53	Nonprint Materials	10,000.00	86.59	0.9	502.92	5	9,497.08
		529,890.00	35,284.64	7	201,541.07	38	328,348.93
	Encumbered Funds	26,507.44			13,726.85		12,780.59

JASPER COUNTY PUBLIC LIBRARY
Angelica and Van Rensselaer Streets
Rensselaer, Indiana 47978

BALANCE OF ALL FUNDS

JUNE 1988

Operating Fund	164,548.06	
Wheatfield Gift Fund	684.25	
Reserve for Insurance	80.49	
Library Bond # 1 - DeMotte	9,268.55	
Rensselaer Gift Fund	117.73	
DeMotte Gift Fund	1,856.48	
Milroy Grant	1,447.11	810.38 1,201.41
Bond No. # 2 - Wheatfield	<u>95,430.10</u>	
Total Money in Bank One Checking Account		\$273,432.77
Investments		
Certificate of Deposit	30,000.00	
Certificate of Deposit	<u>100,000.00</u>	
Total Investments		<u>130,000.00</u>
Balance of All Funds		403,432.77

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	46	67	22
Received	35	60	18
Outstanding	11	7	4
INTRALIBRARY LOANS			
Filled	30	20	121
REGISTRATION			
Borrowers added			
Resident	115	171	37
Non-resident	8		
fee			
Expired cards	84		
Total Registered	11338		
REFERENCE QUESTIONS			
Telephone			
Directional	37	43	31
Reference	124	78	22
In-person			
Directional	67	37	36
Reference	140	196	39
Total	368	354	128
LOCAL HISTORY			
In person	17		
Microfilms used	3		
Letters	8		

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
JUNE 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	38	38	4	4	1302	65	65	180	180	1056	46	46	21	5	431
Non-Fiction	84	55	17	8	950	102	91	16	16	746	61	58			410
Paperbacks	69	69	43	43	791	12	11			730					293
CHILDREN'S BK															
Fiction	62	61	11	11	2121	31	31			3226	18	18	1	1	775
Non-fiction	107	55	38	17	903	12	11			698	33	8	163	163	189
FILMSTRIPS					32										
MAGAZINES															
Adult					491			1	1	435					226
Children					19			1	1						
MAPS, PRINTS, LECTORS...					18					12					76
SOUND RECORDINGS			1	1	208	2	2	1	1	77					103
PAMPHLETS	170	170	404	404	221					33	22	22	5	5	17
VHS's	2	2	11	11	543	2	2			496	2	2	13	13	351
CED's															
XX															
TOTAL	532	450	529	499	7599	226	213	199	199	7509	182	154	203	187	2871
PERCENT															
Increase					1%					8%					
Decrease															40%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					19289					17979	-7%				
Daily Average															
Yearly to date															
Total Circulation					99176					96856	-2%				
Rensselaer day										292					
DeMotte day										289					
Wheatfield day										110					

OPERATING FUND

BILLS TO BE ALLOWED.....JULY 11, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	298.36
NIPSCO	3.51	DeMotte	361.18
NIPSCO	3.51	Wheatfield	382.68
Northwestern Ind. Tele. Co.	3.21	DeMotte	137.64
United Telephone Co.	3.21	Rensselaer	195.94
United Telephone Co.	3.21	Wheatfield	77.85
		TOTAL [A]	1,453.65

Other Claims:

Ace Hardware	2.21	Janitorial Sup.-D-\$8.78	17.57
	4.40	Mophead-D-\$8.79	
Associated Libraries, Inc.	4.51	Books	97.86
Austin Book Sales	4.51	Books	227.40
Baker & Taylor	4.51	Books	7.53
Baker & Taylor	4.51	Books	72.12
Baker & Taylor	3.72	BataPhone-\$275.00	2,171.66
		GIFT FUND-DeM-Book-\$24.75	
	4.51	Books-\$1,871.91	
Balloon Fantasy and Gifts		GIFT FUND-Rens.-Library Supply	4.00
Becker, Bob	3.95	Mowing-D	15.00
Becker, Margaret	3.23	Mileage	99.20
Ben Franklin	2.41	Library Sup.-D-\$1.78	18.20
		GIFT FUND-DeM-Lib. Sup.-\$16.42	
Better Books Company	4.53	Books & Cassettes	57.53
Briggs, Betty		GIFT FUND-Wheat.-Library Supply	25.00
Brodart Co.	2.41	Sysdac Tape & Ribbon	318.60
Childrens Press	4.51	Books	14.28
CIALSA	3.24	Professional Meeting	60.00
Consolidated Ins. Agency	3.41	Bonds-Salyers	80.00
Davidson Titles, Inc.	4.51	Books	129.02
Demco	4.51	Processing Sup.-\$198.52	254.15
		MILROY GRANT-Proc. Sup.-\$55.63	
Facts on File, Inc.	4.52	Subscription-R	445.00
Fagen Pharmacy	4.40	Fly Swatter-DeM-\$1.59	11.12
		GIFT FUND-DeM-Library Sup.-\$10.53	
Fagen Pharmacy	2.41	Film-Rensselaer	9.99
Gale Research Company	4.51	Books	33.69
Hamstra Builders Inc.	3.61	Repairs & Maintenance-W	134.50
Harvey's	2.21	Janitorial Sup.-W	3.99
Heritage Office Products	2.13	Office Sup.-\$219.05	1,613.03
	2.42	Copier Paper-\$290.28	
	4.40	Ring Binders-\$40.00	
	4.40	Typewriter-R-\$414.20	
	3.95	Maintenance Con.-\$649.50	
Howard, Philip	3.95	Mowing-W	30.00
Hudson's Decorating		GIFT FUND-Rensselaer-Lib. Sup.	27.50
Indiana Heritage Research Grant		MILROY GRANT-Reimbursement	810.38
Journal & Courier	4.52	Newspaper-R	104.00
Life Skills Education	4.51	Pamphlets-R	37.45
Listening Library Inc.	4.53	Records & Cassettes	112.40
Martin, Mary	3.23	Mileage-\$13.20	348.60

	MILROY GRANT-Salary-\$335.40	
National Geographic Society	4.51 Books	20.70
Newton/Jasper County	4.51 Books	50.00
Genealogy Society		
Ooms Bros. Disposal Service	3.95 Trash Pick-Up-D	11.50
Pierson, Steve	3.23 Mileage-\$96.00	196.00
	3.13 Prof. Services-\$100.00	
Post-Tribune	4.52 Newspaper-W	114.40
Rayburn Heating & Cooling	3.62 Air Cond. Maintenance-D	30.00
Rensselaer Republican	4.52 Newspaper-W	46.00
Salyers, Catherine A.	3.23 Mileage	37.40
Salyers, Catherine A.	PETTY CASH-DeMotte	21.64
	2.13 Office Sup.-D-\$3.69	
	2.21 Gas-D-\$2.50	
	3.22 Postage-\$1.87	
	2.41 Library Sup.-D-\$4.02	
	3.95 Plants-D-9.56	
Salyers, Catherine A.	PETTY CASH-Rensselaer	39.82
	3.22 Postage-\$32.61	
	2.41 Library Sup.-R-\$2.71	
	3.95 Grass Seed-\$4.50	
Schultz's	2.41 VHS Tapes & Chaulk	11.95
Tysen's Country Grocery, Inc.	2.21 Janitorial Sup.-D-\$8.88	21.58
	2.41 Craft Sup.-D-\$2.12	
	GIFT FUND-DeM-Library Sup.-\$10.58	
University Book Service	4.51 Books	27.82
Wallmann's	2.21 Janitorial Sup.-R	17.14
Weber, La Donna	3.23 Mileage-\$20.78	26.31
	GIFT FUND-Wheat.-Sum.Read.-\$5.53	
Wiers, Diane	3.23 Mileage	11.80
	TOTAL [B]	8,074.83
	TOTAL [A] + [B]	9,520.48

AUGUST

Agenda.....August 15, 1988

1. Budget Hearing

2. Minutes

3. Bills/Financial Reports
3.1 Bills to be allowed
3.2 Payroll
3.3 Operating Fund

4. Circulation Report

5. Salary Schedule

6. Rensselaer Business
6.1 Specifications for Restoration project

7. DeMotte Business

8. Wheatfield Business

MINUTES.....July 11, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on July 11 at 7:00 pm at the Rensselaer Public Library. Those present were Miriam Lawyer, president, Wil Doty, vice-president, Barbara Leestma, treasurer, Mary Linda Casey, Frank Wright, and Marge Hohner trustees.

WHEATFIELD BUSINESS: Karen Allee stated that she wanted Mrs. Lois Ricker reinstated to her position at the Wheatfield Library. She also appealed to the Library Board to readily accept Mrs. Hohner as a board member, and she noted Mrs. Hohner's experience and service with community groups and her interest in the Library.

Harriet Wisdom then stated that she thought the Library's opportunity was passing quickly. She felt that the Wheatfield Library was now a second rate library where it had once been a first rate library when Mrs. Ricker was there. She threatened that those involved in the dismissal would "reap what you sew".

Marge Hohner motioned that Mrs. Lois Ricker be reinstated. There was no second to the motion.

RENSSELAER BUSINESS: Dan Fogerty discussed the specifications for the proposed building maintenance project. He noted that the chimney, back entry roof, and windows would be repaired as well as damaged bricks and coping. He did not recommend that the windows be replaced with insulated glass and noted that the proposed repairs to the windows would be the most costly part of the project. His estimate of the total project cost was approximately \$15000. He recommended the total project be bid with the idea that some items could be eliminated if they were too costly. It also was noted that the Board was not obligated to accept any bids. Mr. Fogerty further explained the first priority of the project is the repair of the coping and masonry, and the specifications are designed for a general contractor.

There was a discussion of the condition of the sidewalks and landscaping. The Board adjourned to the outside of the building to inspect the sidewalks. After further discussion, it was decided by consensus to consider cleaning the masonry and landscaping after this project is completed.

On a motion by Frank Wright, seconded by Barbara Leestma, the Board voted 5-1 to request bids for the current proposed specifications and include specifications for replacement of the perimeter sidewalks including a handicapped accessibility ramp at the corner Angelica and Van

Rensselaer. Wil Doty voted against the motion and stated that he thought the sidewalks should be considered after the other repairs are completed.

On a motion by Wil Doty, seconded by Mary Linda Casey, the Board voted unanimously to have the meeting room and children's room airconditioned with separate split system airconditioners. Mrs. Salyers was directed to get two other bids in addition to the bid of \$2567 given by DeYoung's and let the bid to the lowest bidder.

Mary Martin gave a final presentation on the Milroy Restoration Project. She displayed several encapsulated documents. She explained that the Grant part of the project would be completed by Friday, July 15. She would be continuing to catalog and encapsulate Milroy's Mexican War documents that were not part of the original grant. It also was noted that not all of the grant monies were needed and the remaining monies would be returned to the Indiana Heritage Research Grant office.

MINUTES: There was a discussion of the wording of the minutes, but by consensus and via explanation, the wording was not changed. The discussion centered on a statement attributed to Frank Wright and about a discussion 1986 circulation figures.

On a motion by Frank Wright, seconded by Wil Doty, the minutes from the June 13 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: On a motion by Frank Wright, seconded Mary Linda Casey, the bills to be allowed and payroll were unanimously approved.

On a motion by Barbara Leestma, seconded by Frank Wright, the board unanimously approved the operating fund financial statement. Mrs. Salyers was directed by the Board to reinvest the \$100,000 CD that will mature in August.

BUDGET 1989: Wil Doty presented a revised proposed 1989 budget. It was noted that this budget was approximately 10% less than 1988's budget and that the reduction of LIRF and Equipment and Furniture accounted for most of that reduction. There was a query concerning \$7000 designated as Library Supplies, and it was noted that line items could be changed before the budget is adopted.

On a motion by Frank Wright, seconded by Barbara Leestma, the Board unanimously approved the Budget for publication.

Wil Doty then requested an increase in the salary range for the Special Services Librarian. After a brief discussion, President Lawyer appointed Wil Doty, Marge Hohner, and

Barbara Leestma to a committee to evaluate and revise, where necessary, all salary ranges.

It was decided by consensus to hold the next regular meeting on August 15 following the budget hearing and the budget adoption meeting on August 22. Both meetings are to begin at 7:00 pm.

CIRCULATION REPORT: Mrs. Salyers presented the June 1988 circulation report. She explained that the State Library required that all libraries keep a count of the number of volumes and titles that each library has. She further stated that these two numbers differ because one title such as an encyclopedia could have numerous volumes.

DEMOTTE BUSINESS: Mrs. Salyers announced that the annual DeMotte Friends of the Library Arts and Crafts Fair would be held August 13, and the DeMotte Friends had purchased another paperback rack for the DeMotte Library.

ADJOURNMENT: On a motion by Wil Doty, seconded by Frank Wright, the meeting adjourned at 9:10 pm.

JASPER COUNTY PUBLIC LIBRARY

Angelica and Van Rensselaer Streets

Rensselaer, Indiana 47978

BALANCE OF ALL FUNDS

JULY 1988

Operating Fund	140,773.61	
Wheatfield Gift Fund	713.72	
Reserve for Insurance	80.49	
Lib. Bonds # 1 - DeMotte	8,409.80	
Rensselaer Gift Fund	86.23	
DeMotte Gift Fund	1,794.20	
Milroy Grant Fund	.00	
Bond # 2 - Wheatfield	83,511.25	
Total Money in Checking Account - Bank One		235,369.40
Investments		
Certificate of Deposit	30,000.00	
Certificate of Deposit	100,000.00	
Total of Investments		<u>130,000.00</u>
Total of All Funds		365,369.40

JASPER COUNTY PUBLIC LIBRARY

MONTH JULY 1988

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8.3	15,750.00	58	11,250.00
1.12	Salary of Assistants	197,275.00	15,572.83	8	110,599.46	56	86,675.54
1.13	Wages of Janitors	9,990.00	874.20	9	4,946.62	50	5,043.38
3.23	Traveling Expenses	3,500.00	278.38	8	1,872.42	53	1,627.58
3.24	Professional Meetings	6,000.00	120.00	2	587.15	10	5,412.85
3.31	Advertising & Publications	300.00			104.36	35	195.64
3.91	Dues	750.00			15.00	2	735.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00	80.00	1.6	430.00	86	70.00
3.42	Other Insurance	7,000.00			8,652.00	124	(-1,652.00)
3.21	Telephone & Telegraph	5,550.00	411.33	7	2,777.76	50	2,772.24
3.51	Gas, Electric & Water	18,400.00	1,042.22	6	9,250.05	50	9,149.95
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00	100.00	3	2,148.78	72	851.22
2.11	Official Records	750.00			387.34	51.6	362.66
2.12	Stationery & Printing	600.00			262.33	44	337.67
2.13	Other Office Supplies	3,300.00	222.74	7	1,049.61	32	2,250.39
2.21	Clean & Sanitation Supplies	3,750.00	41.29	1	699.28	19	3,050.72
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00	25.00	25	25.00	25	75.00
2.41	Library Supplies	3,500.00	351.17	1	3,935.01	112	(- 435.01)
2.42	Other Supplies	3,500.00	290.28	8	574.12	16	2,925.88
3.22	Postage	2,500.00	34.48	1	885.72	35	1,614.28
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00	275.00	69	315.75	79	83.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00			.65		299.35
3.61	Building Repairs	7,500.00	134.50	2	487.17	6	7,012.83
3.62	Equipment Repairs	1,000.00	30.00	3	437.27	44	562.73
1.21	Employer Share FICA	17,700.00	1,702.14	10	10,172.44	57	7,527.56
1.22	Unemployment Comp.	4,600.00			525.94	11	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	720.06	16	3,580.06	80	919.94
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	463.58	1	13,094.24	33	26,905.76
4.51	Books	80,000.00	2,788.30	3	26,659.66	33	53,340.37
4.52	Periodicals & Newspapers	10,000.00	709.40	7	9,146.47	91	853.53
4.53	Nonprint Materials	10,000.00	169.93	2	672.85	7	9,327.15
		529,890.00	28,686.83		231,465.86	44	298,424.14
	Encumbered Funds	26,507.44			13,726.85	52	12,780.59

OPERATING FUND

BILLS TO BE ALLOWED.....AUGUST 15, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	300.04
NIPSCO	3.51	DeMotte	421.71
NIPSCO	3.51	Wheatfield	455.95
Northwestern Ind. Tele. Co.	3.21	DeMotte	120.16
United Telephone Co.	3.21	Rensselaer	179.83
United Telephone Co.	3.21	Wheatfield	73.31
		TOTAL [A]	1,551.00

Other Claims:

Ace Hardware	2.21	Janitorial Sup.-D	15.61
Alan Meyers & Associates	4.53	Videocassettes	180.00
American Heritage	4.51	Books	18.90
American Library Trustee Asso.	3.91	Affiliation Sub.	75.00
Baker & Taylor	4.51	Books-\$3,882.52	
	GIFT	FUND-DeM-Books-\$22.46	3,904.98
Becker, Margaret	3.23	Mileage	74.40
Becker, Mark	3.95	Mowing & Yard Work-D	21.60
Better Homes and Gardens Books	4.51	Books	214.57
Brodart Co.	2.41	Sysdac Tape & Ribbon	157.28
Childrens Press	4.51	Books	195.23
CIALSA	3.24	Prof. Mtg.-Fagen	14.00
Daugherty, Lynn	4.51	Books-\$13.48	
	GIFT	FUND-DeM-Books-\$20.72	34.20
Davidson Titles, Inc.	4.51	Books	183.98
Demco	GIFT	FUND-DeM-BookRack-\$899.75	
	4.51	Proc. Sup.-\$288.25	1,188.00
Dumas, Moriarty & Dumas	3.13	Professional Services	400.00
EBSCO	4.52	Subscription-R	198.00
Fagen, Charlotte	3.23	Mileage	16.80
Fagen Pharmacy	2.41	Film-W-\$16.99	
	2.41	Glue-R-\$3.98	20.97
Fagen Pharmacy	2.41	Modeling Clay-DeM	2.29
Fase's	2.21	Vacuum Bags-R	13.50
The Fogerty Partnership	3.13	Architectural Services	
Architects		Rens. Exterior Rehab.	215.77
Sumner Books Grolier Educational Corp.	4.51	Books	162.00
Haines & Company, Inc.	4.51	Books	192.00
Heritage Office Products Inc.	2.13	Office Sup.-\$162.38	
	4.40	Bus. Card Punch-\$21.41	
	3.95	Ser.Con-Copier-\$914.00	1,097.79
Highsmith	4.40	Bull.Bd.-CR-R-\$15.28	
	4.53	ProcessingSup.-\$274.38	289.66
Howard, Philip	3.95	Mowing-W	15.00
ILA/CYPD 1988 Annual Conference	3.24	Prof. Mtg.-Bray&Fagen	54.00
Ingram	4.53	Videocassettes-\$667.13	
	4.52	Microfiche-R-\$55.00	722.13
Kankakee Valley Post-News	3.31	Ad & Pub. of Notice	49.94
Martin, Mary K.	3.22	Postage-\$15.25	
	3.23	Mileage-\$4.40	

	4.51	Books-\$6.00	25.65
Mick's Repair Shop	3.62	Repair Lawn Mower-W	33.00
Monroe	2.42	Copier Paper	85.04
NILBA	3.24	Professional Meeting	0.00
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Polar Refrigeration	3.61	Aircond. Repair-R	2,285.20
Postmaster General	3.22	Postage	190.00
Quill Corporation	4.40	Tape Dispen.-R-\$10.79	
	2.13	Office Sup.-\$39.72	50.51
Rensselaer Band Boosters	4.51	Books	15.00
Rensselaer Readmore	4.52	Newspapers-R	78.30
Rensselaer Republican	3.31	Ad & Pub. of Notice	74.34
Russ Walter	4.51	Books	32.40
Salyers, Catherine A.	3.23	Mileage	42.40
Savage Tree Care Professionals	3.95	Remove Damage Trees-D	50.00
Schultz's Family Store	2.33	Refinish Sup.-R-\$27.89	
	2.41	Batteries-R-\$2.67	
	4.40	Fans-R-\$46.70	77.26
Smith's True Value Farm Store	4.40	Rake & GasCan-R-\$15.98	
	2.21	Jan. Sup.-R-\$13.67	
	2.21	Jan. Sup.-W-\$7.69	
	2.33	Refinish Sup.-R-\$23.28	60.62
Supt. of Documents	4.51	Pamphlets	6.75
UW-Extension	3.24	Prof. Mtg.-Daugherty	160.00
The Wall Street Journal	4.52	Newspaper-R	198.00
Wallmann's	2.21	Janitorial Sup.-R	25.07
Weber, La Donna	3.23	Mileage	76.34
Witty, Cheryl	3.23	Mileage	19.00
Wolverine Sports	4.51	Books	339.07
		TOTAL [B]	13,664.25
		TOTAL [A] + [B]	15,215.25

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

JULY 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	46	59	5
Received	35	35	5
Outstanding	11	24	0
INTRALIBRARY LOANS			
Filled	47	20	94
REGISTRATION			
Borrowers added			
Resident	81	89	46
Non-resident	1		
fee			
Expired cards	101		
Total Registered	11454		
REFERENCE QUESTIONS			
Telephone			
Directional	45	37	34
Reference	61	76	26
In-person			
Directional	41	23	31
Reference	123	211	64
Total	270	347	155
LOCAL HISTORY			
In person	17		
Microfilms used	2		
Letters	2		

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
JULY 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	18	17			1358	23	21	192	192	1027	21	21	1	1	468
Non-Fiction	25	20			844	25	22	45	45	819	12	12	5	5	313
Paperbacks	8	8	1	1	641	7	7			675	2	2			294
CHILDREN'S BK															
Fiction	15	15	3	3	1570	11	11	23	23	1815			139	139	602
Non-fiction	18	18	90	90	679	6	6			453			11	11	118
FILMSTRIPS					0										
MAGAZINES															
Adult					418					541					302
Children					15			3	3						
SLIDES, PRINTS, PROJECTORS...					12					10					52
SOUND RECORDINGS					118	1	1	3	3	95			1	1	132
PAMPHLETS	151	8			331					45					27
VHS's			2	2	535			20	20	531			1	1	362
CD's										5					
XX															
TOTAL	235	86	96	96	6521	73	68	286	286	6016	35	35	158	158	2670
PERCENT															
Increase										3%					
Decrease					-2%										-31%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					16330					15207	-7%				
Daily Average															
January to date					115,506					112,063					
Total Circulation					96217					94084	-2%				
Rensselaer	day									261					
DeMotte	day									241					
Wheatfield	day									107					

Cathy + 41

Indiana Heritage Research Grants

1500 North Delaware • Indianapolis, Indiana 46202 • 317/638-1500

August 2, 1988

Mary K. Martin
Headquarters Librarian
Jasper County Public Library
301 North Van Rensselaer Street
Rensselaer, IN 47978

Dear Ms. Martin:

I am writing to inform you that the final financial and narrative reports for your Indiana Heritage Research Grant project, "Milroy Documents Restoration," #87-3021, have been officially accepted. Thank you very much for insuring that the reports for this grant were submitted in good order. Also, this letter will acknowledge receipt of your check for \$810.38 as a refund for the unexpended funds remaining from the grant.

In addition, the official closing date of the project is hereby extended to July 15, 1988, so as to correspond to the date indicated on your final financial report (Form B).

I want to tell you that we also appreciated the materials you submitted along with your reports. I particularly enjoyed the "Gray Eagle News." And it would appear from the questionnaires you collected that the public program presented by Steve Pierson was very well received in Rensselaer. Please note that the IHRG program will undergo an evaluation by an expert in local history during the fall and winter months of this year, after which we will return the videotape to you.

Congratulations on the successful completion of this project. We hope you will keep in touch with us, especially if you have other ideas for history projects.

Sincerely,

Nancy Conner

Nancy Conner
Program Officer



SEPTEMBER

Agenda.....September 12, 1988

1. Rensselaer Business
 - 1.1 Opening bids on Building Maintenance Project
2. Minutes
3. Bills/Financial Statement
4. Circulation Report
5. Wheatfield Business
 - 5.1 Grace Bible Church (request to use meeting room on Sundays)
6. DeMotte Business
7. Five Year Plan

Budget Hearing.....August 15, 1988

The Jasper County Public Library held a public hearing regarding the 1989 budget at 7:00 pm at the Rensselaer Public Library as required by law. Those present were Wil Doty, vice-president, Barbara Leestma, treasurer, Bob Souza, and Marge Hohner, trustees. No one from the public was present. On a motion by Bob Souza, seconded by Marge Hohner, the meeting adjourned at 7:15 pm.

MINUTES.....August 15, 1988

The regular monthly meeting of the Jasper County Public Library Board was held on August 15 at 7:15 pm at the Rensselaer Public Library. Those present Wil Doty, vice-president, Barbara Leestma, treasurer, Bob Souza and Marge Hohner, trustees.

MINUTES: On a motion by Bob Souza, seconded by Barbara Leestma, the minutes of the July 11 meeting were unanimously accepted.

BILLS/FINANCIAL STATEMENT: On a motion by Bob Souza, seconded by Marge Hohner, the bills to be allowed, operating fund financial statement, and the payroll were approved unanimously as presented.

CIRCULATION REPORT: Mrs. Salyers presented the July 1988 circulation report. It was noted that the borrowers added statistic indicates the number of new library cards applications for each library. Mrs. Hohner asked if Mrs. Salyers was concerned about the 31% decrease in Wheatfield's circulation. Mrs. Salyers replied that under the circumstances of the past several months the drop was expected.

SALARY RANGES: As the chairperson of the salary range committee, Wil Doty presented a proposed salary range to become effective in 1989. The proposal was as follows:

SALARIED (based on 40 hours per week)*

Director	26,000 minimum
Branch Librarian	20,000-25,000
Administrative Asst.	15,000-20,000
Children's Libn.	18,000-23,000
Tech. Services Libn.	18,000-23,000
Special Serv. Libn.	12,000-17,000
Library Specialist	12,000-17,000
Library Assistant	10,000-15,000

HOURLY (based on hourly rate)

Janitor	4.00-6.50
Bookkeeper	4.00-6.50
Clerk	4.00-6.50
Page	3.35-3.50

On a motion by Barbara Leestma, seconded by Marge Hohner, the salary range schedule was adopted unanimously as presented.

RENSSELAER BUSINESS: Mrs. Salyers presented the final specifications for the Rensselaer Building Maintenance project as submitted by Dan Fogerty. She explained that the notice has been published soliciting bids for the project.

On a motion by Wil Doty, seconded by Barbara Leestma, the board voted unanimously to approve the purchase of seven copies of the latest version of Virginia Young's The Library Trustee. These copies are to be distributed to the library board members. Each board member is required to return the book when his/her term expires.

Mary Linda Casey was appointed Secretary of the Board by Vice President Wil Doty in July in the absence of President Miriam Lawyer. Mrs. Casey was appointed to replace Wanda Stewart whose term expired in June 1988.

ADJOURNMENT: By consensus the meeting adjourned at 8:15 pm.

Minutes.....August 22, 1988

The Jasper County Public Library Board held a meeting to adopt the 1989 budget at 7:00 pm at the Rensseler Library. Those present were Miriam Lawyer, president, Wil Doty, vice-president, Mary Linda Casey, secretary, Bob Souza and Frank Wright, trustees. No one from the public was present.

On a motion by Bob Souza, seconded by Wil Doty, the board voted unanimously to accept the 1989 budget.

On a motion by Wil Doty, seconded by Bob Souza, the meeting adjourned at 7:30 pm.

OPERATING FUND

BILLS TO BE ALLOWED.....SEPTEMBER 12, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	458.68
NIPSCO	3.51	DeMotte	431.12
NIPSCO	3.51	Wheatfield	597.18
Northwestern Ind. Tele. Co.	3.21	DeMotte	144.59
United Telephone Co.	3.21	Rensselaer	179.77
United Telephone Co.	3.21	Wheatfield	77.33
		TOTAL [A]	1,888.67

Other Claims:

Ace Fire Extinguisher Corp.	3.62	Recharge & Service-D	18.75
Austin Book Sales	4.51	Books	76.05
Baker & Taylor	4.51	Books	105.18
Baker & Taylor	4.51	Books	1,318.35
Bank One		Purchase a CD	100,000.00
Becker, Margaret	3.23	Mileage	99.20
Becker, Robert	3.95	Mowing-D	45.00
Better Homes & Gardens Books	4.51	Books	27.62
Brodart Co.	2.42	Sysdac Sup.-\$1,161.96	
	3.62	Repair Sysdac-R-\$225.00	1,386.96
Business Education Services	3.24	Prof. Mtg.-Witty	99.00
Cahners Publishing Co.	3.31	Ad in Library Journal	46.00
Campbell Printing Company	2.12	Letterhead	83.50
CareerTrack Seminars	3.24	Prof. Mtg.-Schulenberg,	
		Kopanda & Wiers	117.00
Comprehensive Comm. Inc.	4.53	Audio Cassettes	72.75
DEMCO	2.41	Library Sup.-\$164.60	
	4.51	Processing Sup.-\$70.00	234.60
Doty, Wilbur	3.23	Mileage	27.00
Educators Progress Ser., Inc.	4.51	Books	29.15
Fagen, Charlotte	2.41	Puppets-\$50.00	
	3.23	Mileage-\$45.20	95.20
Harvey's	2.21	Cleaning Sup.-R-\$16.90	
	2.41	Glue-W-\$5.67	22.57
Heritage Office Prod., Inc.	2.13	Office Sup.-\$13.07	
	3.62	Copier Drum-W-\$250.00	263.07
Highsmith Co., Inc.	4.51	Processing Sup.	410.62
Howard, Philip	3.95	Mowing-W	15.00
Ingram	4.53	Videocassettes	116.50
Jacobsens Inc.	2.13	Typewriter Ribbons-D	132.00
Kankakee Valley Post-News	3.31	Notice to Bidders	24.83
Martin, Mary	3.23	Mileage-\$55.80	
	2.32	Refinishing Sup.-R-\$22.62	
	3.22	Postage-\$6.69	85.11
Moolenaar & Hughes	3.95	Grub Control-W	35.00
Music Wholesalers	4.53	Records	260.32
National Businesswomen's			
Leadership Association	3.24	Prof. Mtg.-Fagen	59.00
National Seminars, Inc.	3.24	Prof. Mtg.-Bray	59.00
Ooms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Quill Corporation	4.40	Chair-Staplers-D-\$57.82	
	2.13	Office Sup.-\$95.79	
	2.21	Trash Bags-D-\$41.08	194.69

Rayburn Heating & Cooling	3.62	Repair-W	48.80
Rensselaer Republican	3.31	Notice to Bidders	24.83
Salyers, Catherine A.	3.23	Mileage	127.00
Salyers, Catherine A.		PETTY CASH-DeMotte	
	3.22	Postage-\$2.20	
	2.21	Janitorial Sup.-D-\$.99	
	2.13	Office Sup.-D-\$9.50	12.69
Salyers, Catherine A.		PETTY CASH-Rensselaer	
	3.22	Postage-\$26.00	
	2.32	Varnish-\$10.97	36.97
Schultz's Family Store	2.21	Janitorial Sup.-R-\$6.16	
	2.41	Batteries-\$6.76	
	4.40	Radio-W-\$15.19	28.11
Simon and Schuster School Group	4.51	Books	70.85
Smith True Value	2.21	Insect Spray-R	15.38
Stricklin, Van	3.62	Cassette & Video Repairs	55.00
Thomas Publishing Company	4.51	Books	195.00
Town & Country Interiors	4.40	Recover Furniture-D	361.44
Town & Country Mutual Ins.Co	3.42	Workman's Comp.	723.00
Wallmann's	2.21	Janitorial Sup.	30.36
Weber, La Donna	3.23	Mileage	47.64
Witty, Cheryl	3.23	Mileage	29.00
		TOTAL [B]	107,376.59
		TOTAL [A] + [B]	109,265.26

CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
AUGUST 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	60	60			1509	64	62			1017	45	45	1	1	414
Non-Fiction	96	72	242	242	917	41	38	172	172	803	44	41	2	2	406
Paperbacks	5	5			587					609					450
CHILDREN'S BK															
Fiction	118	118			1571	65	62			1373	24	24	2	2	595
Non-fiction	23	23			648	12	12	39	39	354	4	4	2	2	164
FILMSTRIPS					1										
MAGAZINES															
Adult					433			4	4	643					337
Children					15			2	2						
MA' PRINTS, PRODUCERS...					18					12					222
SOUND RECORDINGS	1	1			146	9	9			91	4	4			92
PAMPHLETS	108	108	3	3	61					22	4	4			17
VHS's	33	33	16	16	568	23	23	9	9	556	24	24	1	1	480
CED's			67	52				36	36						
XX															
TOTAL	444	420	328	313	6474	214	206	262	262	5480	149	146	8	8	3177
PERCENT															
Increase					13%					12%					
Decrease															-8%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					13959					15131	4%				
Daily Average															
y to date					129,465					127,194	-2%				
Total Circulation					93846					94008	-8%				
Rensselaer day										240					
DeMotte day										179					
Wheatfield day										118					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

AUGUST 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	48	68	6
Received	39	48	5
Outstanding	9	20	1
INTRALIBRARY LOANS			
Filled			82
REGISTRATION			
Borrowers added			
Resident	100	98	31
Non-resident	4		
fee			
Expired cards	91		
Total Registered	11596		
REFERENCE QUESTIONS	0		
Telephone			
Directional	43	21	38
Reference	129	94	34
In-person			
Directional	67	27	59
Reference	121	193	79
Total	360	335	131
LOCAL HISTORY			
In person	10		
Microfilms used	3		
Letters			

JASPER COUNTY PUBLIC LIBRARY

Angelica and Van Rensselaer Streets

Rensselaer, Indiana 47978

BALANCE OF ALL FUNDS

AUGUST 1988

Operating Fund	210,645.35	
Wheatfield Gift Fund	842.63	
Reserve for Insurance	80.49	
Lib. Bonds # 1 - DeMotte	8,409.80	
Rensselaer Gift Fund	117.23	
DeMotte Gift Fund	2,282.97	
Milroy Grant Fund	.00	
Bond # 2 - Wheatfield	83,511.35	
Total Money in Checking Account - Bank One		305,889.82
Investments		
Certificate of Deposit	30,000.00	
Total of Investments		<u>30,000.00</u>
Total of All Funds		335,889.82

JASPER COUNTY PUBLIC LIBRARY

MONTH AUGUST

1988

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8	18,000.00	67	9,000.00
1.12	Salary of Assistants	197,275.00	16,000.52	8	126,599.98	64	70,675.02
1.13	Wages of Janitors	9,990.00	767.00	8	5,713.62	57	4,276.38
3.23	Traveling Expenses	3,500.00	233.34	7	2,105.76	60	1,394.24
3.24	Professional Meetings	6,000.00	363.00	6	950.15	16	5,049.85
3.31	Advertising & Publications	300.00	124.28	41	228.64	76	71.36
3.91	Dues	750.00	75.00	10	90.00	12	660.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00			430.00	86	70.00
3.42	Other Insurance	7,000.00			8,652.00	124	-1,652.00
3.21	Telephone & Telegraph	5,550.00	373.30	7	3,151.06	57	2,398.94
3.51	Gas, Electric & Water	18,400.00	1,177.70	6	10,427.75	56	7,972.25
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00	615.77	21	2,764.55	92	235.45
2.11	Official Records	750.00			387.34	51.6	362.66
2.12	Stationery & Printing	600.00			262.33	44	337.67
2.13	Other Office Supplies	3,300.00	202.10	6	1,251.71	38	2,048.29
2.21	Clean & Sanitation Supplies	3,750.00	75.54	2	774.82	21	2,975.18
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00			25.00	25	75.00
2.41	Library Supplies	3,500.00	183.21	5	4,118.22	118	-618.22
2.42	Other Supplies	3,500.00	85.04	2	659.16	19	2,840.84
3.22	Postage	2,500.00	205.25	8	1,090.97	44	1,409.03
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63		24.37
3.71	Real Estate Rental	1.00					1.00
3.72	Equipment Rental	399.00			315.75	79	83.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00					250.00
2.33	Repair Parts	300.00	51.17	17	51.82	17	248.18
3.61	Building Repairs	7,500.00	2,285.20	30	2,772.37	37	4,727.63
3.62	Equipment Repairs	1,000.00	33.00	3	470.27	47	529.73
1.21	Employer Share FICA	17,700.00	1,428.24	8	11,600.68	66	6,099.32
1.22	Unemployment Comp.	4,600.00			525.94	11	4,074.06
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	1,012.10	22	4,592.16	102	- 92.16
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	110.16		13,204.40	33	26,795.60
4.51	Books	80,000.00	5,618.15	7	32,277.81	40	47,722.19
4.52	Periodicals & Newspapers	10,000.00	529.30	5	9,675.77	96	324.23
4.53	Nonprint Materials	10,000.00	1,121.51	11	1,794.36	18	8,205.64
		529,890.00	20,489.88		266,385.74	50	263,504.26
	Encumbered Funds	26,507.44			13,726.85	52	12,780.59

EFFECTIVE SERVICE THROUGH PLANNING 1989-1994

Jasper County Public Library Five-Year Plan

The Jasper County Public Library System was formed in 1978 with the merger of the Rensselaer, DeMotte, and Wheatfield Libraries. The system is a county institution that attempts to meet the informational, cultural, recreational, and educational needs of all the district's residents, regardless of age or formal schooling. The library district consists of Jasper County with the exception of Remington and Carpenter Township.

The goal of this organization is to provide effective library service to the community, and this plan will serve as a blueprint for raising the level of service. The following objectives reflect the library board's and the library director's plan to meet the mission and goal of the Jasper County Public Library:

1. Establish and maintain quality and efficiency of operations.
2. Provide effective and relevant services to the users.
3. Maintain adequate physical facilities.
4. Maintain continuous and rational collection development.
5. Maintain quality staff and engage in staff development.
6. Maintain an effective level of administration of the library system.

In 1988 a Five Year Planning Committee was formed to revise the Library's Five Year Plan. This committee consisted of the library director, two library board members, three library staff members, and seven community members representing each of the three libraries in the system. The committee conducted two surveys to help them gather information to help plan of the communities needs and desires. The following goals and objectives are the result of that committee's work:

1. Establish programs to increase the use of the library by the following groups: men, the homebound, new residents, and teens.

1.1 Increase the number of male library users over the age of 14 by 5% annually.

1.12 Rensselaer Circulation Staff will survey the registration files to determine the number of male patrons currently registered to determine the amount necessary to elicit a 5% annual increase by June 1989.

1.13 Branch Librarians will develop a program to register male community members by January 1990.

1.14 Each Branch Librarian will speak to at least three groups annually emphasizing those library items and services of interest to men.

1.15 Each issue of Opus will include a businesspersons column highlighting items and services of interest to the business community.

1.16 Each Branch Librarian will plan and execute two programs per year of interest to the business community, beginning in 1990. These could be done in conjunction with local groups such as Chamber of Commerce, Rotary, Lions, etc. (see item 5)

1.2 Increase all three shut-in services by one person per month.

1.21 Public Services Assistant, DeMotte & Wheatfield Branch Librarians will develop a publicity plan for service by the December 1989.

1.22 Public Services Assistant, DeMotte & Wheatfield Branch Librarians will contact Jasper County groups that work with area senior citizens concerning the availability of the shut-in service by June 1989.

1.3 Director will develop a brochure to be given to local newcomers groups, realtors, Chambers of Commerce, and other agencies who have contact with new residents explaining library services and listing addresses and phone numbers of all libraries by February 1989.

1.4 Branch Librarians will survey local middle and high schools to determine library use by teenagers and set goals for increased use of the library by this group by June 1989.

1.41 Branch Librarians will develop a program to encourage the use of the library by teenagers by December 1989.

1.5 Branch Librarians will set budget and selection goals to increase the materials of interest to these above special interest groups by the end of 1989.

2. Increase patron use hours by opening the libraries more evening and/or morning hours where appropriate.

2.1 Director and Branch Librarians will make recommendations to the Library Board concerning increased hours based on 1988 survey results and staffing needs by March 1989.

2.2 Library Board will make final determination concerning the increase in hours by December 1989.

3. Establish an effective volunteer programs and work closely with the Friends of the Library groups to increase effectiveness.

3.1 Director, Branch Librarians, and Library Board will determine if it is feasible to hire a parttime volunteer coordinator by June 1990.

3.2 Director will investigate the possibility of sharing the cost of a volunteer coordinator with other local agencies such as Crisis Center, Council on Aging, etc. by June 1990.

3.3 Director will contact the college concerning internships for college students both from St. Joesph and other colleges to gain work experience.

3.4 The Library Board will establish policies and procedures concerning a volunteer program with the advice of the Director and Branch Librarians by the end of 1990.

3.5 Branch Librarian will establish a program for the revitalization of the Friends of the Rensselaer Library including handouts, finding leaders, and programming by March 1989.

4. Provide additional space for:

4.1 The expansion and maintenance of collections.

4.11 Director will increase newspaper budgets for each library, and Branch Librarians will increase the number of daily newspapers by one annually for each library.

4.12 Branch Librarians will refocus the emphasis of the audio and video collections and determine an annual breakdown of purchasing considering CD's and audiocassettes, and videos titles including foreign, classic, education and how-to videos in addition to recent releases by March 1990.

4.13 Branch Librarians will plan for space needs to increase the genealogy and local history collections by June 1991.

4.14 Rensselaer Headquarters Librarian will investigate expanding the microfilm newspaper collection as to cost and storage by May 1993.

4.15 Director will study the possibility of developing other microfiche/film collections and the equipment, readers and printers, necessary to access the collections by May 1992.

4.16 Each May prior to budget preparation, Branch Librarians will analyze magazine collections to plan for expansion coinciding with indexing tools .

4.17 Library Board annually will budget adequate funds necessary for the expansion of collections.

4.2 Library Board will plan and provide appropriate work areas for staff members by December 1994.

4.3 Library Board will plan for and provide comfortable and quiet patron use study areas at the Rensselaer and DeMotte Libraries by December 1994.

4.4 Director and appropriate Branch Librarian will investigate and provide for increased parking areas for automobiles and bicycles where appropriate by October 1990.

4.5 The Library Board will insure access to all buildings for those who have mobility problems by December 1994.

4.6 When planning for expansion or replacement of buildings, the Library Board will consider the following items:

- Adequate storage areas
- Computer rooms
- Study rooms
- Number and size of public meeting rooms
- Directional signage
- Adequate Children's Areas

5. The library will provide programming for special interest groups.

5.1 The Director will establish a programming committee to plan and assess at least three annual programs per library to include but not be limited to the following by January 1990:

- Rainy day program
- Business programs
- Teens
- Genealogy and local history
- Programs for Senior Citizens
- Programs for shut-ins
- Programs for getting people excited and talking about books
- Authors
- Computer Use Classes
- Homework program for students (in-house and/or on the telephone)
- Local artist programs and displays
- Cooperative programs with local cultural and religious organizations
- Veterinary program
- Literacy program coordinated with existing programs
- Travel programs
- Speaker programs with state and local government Officials
- Do-it-yourself programs
- Young adult authors program
- Poetry workshop
- Special Interest Clubs
- Book club

6. Bring the library into the information age.

6.1 Provide public access computers and appropriate software at all libraries.

6.11 Library Board will appropriate necessary funds for the purchase of equipment by June 1990.

6.12 Branch Librarians will determine space and equipment, and select software for public access computers by May 1990.

6.13 Director will order necessary equipment and software by June 1991.

6.2 Director will select and purchase appropriate modems to link library use computers via telephone lines by September 1990.

6.3 Director will contact St. Joseph College concerning access to St. Joseph College Library's computer at the Rensselaer Library by January 1989.

6.4 Branch Librarians will assess the need for updating, replacing, or adding audio-visual equipment such as compact disc players, slide projectors, and video cassette players each May to coincide with budget preparation.

6.5 Director will investigate the purchase of FAX machines to enhance the distribution of information among the libraries by May 1993.

6.6 When necessary, Director and Branch Librarians will obtain information and bids on replacing current copiers with those that copy in color.

6.8 Director will complete a feasibility study of automating circulation and catalog functions by June 1992.

7. Encourage closer communications with school systems.

7.1 Children's Librarian and Children's Library Specialists will develop teacher workshops on reading and books for elementary age children by March 1992.

7.2 Branch Librarians and Children's Librarian will develop teacher workshops on reading and books for middle and high school students by March 1992.

7.3 Director will discuss holding more frequent meetings with the Media Minds group at the fall 1989 meeting.

7.4 Children's Librarian will develop an exciting program to teach library skills to children in conjunction with the Media Minds.

7.5 Director and Branch Librarians will establish and maintain better communication with principals and teachers via the Teacher Reacher and thank you letters concerning cooperative efforts.

7.6 Director and Branch Librarians will develop staff education programs including School Media Specialists and staff members by September 1993.

7.7 Director will establish and maintain better communication with school boards via newsletters, letters and meetings by September 1989.

7.8 Rensselaer Headquarters Librarian will solicit copies of the winners of the RCS Young Authors Conference and KV Young Authors Conference to be cataloged and placed in the Rensselaer Collection beginning in 1989.

8. Maintain an effective and efficient staff.

8.1 Maintain and achieve competitive salaries and benefits for staff.

8.11 Library Board will investigate increasing the amount that can be paid toward health insurance and other health insurance companies.

8.12 Library Board will review and/or revise staff salary schedules annually and compare with state and national statistics.

8.2 Director annually will investigate the possibility of the following staff additions as to cost and need:

Full time reference staff

Increased hours for maintenance staff

Technical services staff

Full or part time public relations position.

9. Improve the awareness of the library services among the county residents.

9.1 Develop brochures that can be distributed to appropriate locations concerning library services including but not limited to talking books, walking books, renewal procedures, videos, interlibrary loan, etc.

9.2 Director, Branch Librarians, and Children's Librarian will deliver at least 5 book talks each per calendar year.

9.3 Director, Branch Librarians, and Children's Librarians will each prepare one book review column per month for the local newspapers beginning January 1989.

9.4 Director will develop a semi-monthly radio program by June 1989.

9.5 Director will establish and maintain better communication with local government officials via newsletters, letters and meetings by January 1990.

9.6 Director and Branch Librarians will contact extension services and 4-H groups to determine how the library can assist these groups by June 1990.

OCTOBER

Agenda.....October 10, 1988

1. Rensselaer Business
 - 1.1 Bids
2. Minutes
3. Bills/Financial Statement
4. Holidays
5. Circulation Report /
6. Wheatfield Business
 - 6.1 Update on Branch Librarian Search
7. Nominating Committee

MINUTES.....September 12, 1988

The regular monthly meeting of the Jasper County Public Library board was held at 7:00 pm in the meeting room of the Rensselaer Public Library. Those present were Miriam Lawyer, president, Barbara Leestma, treasurer, Mary Linda Casey, secretary, and Marge Hohner, trustee.

RENSSELAER BUSINESS: Mrs. Salyers noted that no one had submitted bids for the Rensselaer Building Maintenance project. The Board directed Mrs. Salyers to readvertise the notice requesting bids to be submitted prior to the next meeting.

DeYoung's bid (\$2567) was accepted by Mrs. Salyers as directed by the Board for the installation of airconditioners in the basement of the Rensselaer Library. One other bid was submitted by Rayburn Heating & Cooling (\$2716). A third bidder, Polar Airconditioning, failed to respond to the request for bids.

MINUTES: Mary Linda Casey noted that the minutes should reflect her appointment as secretary in July. Mrs. Salyers noted that Mrs. Casey was appointed to replace Wanda Stewart. The appointment was made by Wil Doty, vice-president, in the absence of Miriam Lawyer, president. On a motion by Barbara Leestma, seconded by Mary Linda Casey, the minutes were approved as amended.

BILLS/FINANCIAL STATEMENT: There was a discussion of several specific bills and a question concerning the appropriation category for maintenance contracts. On a motion by Mary Linda Casey, seconded by Marge Hohner, the bill, financial statement, and payroll were approved as presented.

CIRCULATION REPORT: Mrs. Salyers presented the August circulation report. In response to questions on the report, Mrs. Salyers stated that the monthly percent of increase/decrease was a comparison of totals from the same month in the previous year. It was then noted that Wheatfield showed an increase in circulation from July 1988 and a decrease of 8% from August 1987. Mrs. Salyers also stated that the statistics at the bottom of the report reflect the average daily circulation for each library.

WHEATFIELD BUSINESS: There was a discussion of the Grace Bible Church request to use the Wheatfield meeting room for Sunday services. The Board directed Mrs. Salyers to contact this group for further information including name of the minister, number in the congregation, storage needs, other meetings, and whether or not the request was for a permanent or temporary period of time. The Board also suggested that

this group contact the Lions Club concerning use of the old library building.

Mrs. Salyers reported there were several applicants for the Wheatfield position. She intends to interview three of the applicants. The other applicants were eliminated because of their orientation toward academic libraries and lack of public library experience.

DEMOTTE BUSINESS: Mrs. Salyers reported Doms Sanitary Service requested the DeMotte Library to obtain a different trash container noting the current container made it difficult to retrieve refuse. After a brief discussion, the Board suggested purchasing a trash compactor.

FIVE YEAR PLAN: On a motion by Mary Linda Casey, seconded by Barbara Leestma, the five year plan was adopted as presented.

ADJOURNMENT: On a motion by Marge Hohner, seconded by Barbara Leestma, the meeting adjourned at 8:15 pm.

OPERATING FUND

BILLS TO BE ALLOWED.....OCTOBER 10, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	391.73
NIPSCO	3.51	DeMotte	343.42
NIPSCO	3.51	Wheatfield	360.57
Northwestern Ind. Tele. Co.	3.21	DeMotte	132.80
United Telephone Co.	3.21	Rensselaer	232.03
United Telephone Co.	3.21	Wheatfield	83.18
		TOTAL [A]	1,543.73

Other Claims:

Ambrose Video Publishing, Inc.	4.53	Videocassette	101.62
American Library Association	3.31	Ad-\$36.00	
	2.41	Library Sup.-R-\$23.66	
	2.41	Library Sup.-D-\$18.40	
	2.41	Library Sup.-W-\$13.14	91.20
Baker & Taylor	4.51	Books	406.17
Baker & Taylor	4.51	Books-\$4,571.87	
		GIFT FUND-DeM-Books-\$22.46	4,594.33
Becker, Bob	3.95	Mowing-W	30.00
Brodart Co.	2.41	Sysdac Tape & Ribbon	157.28
The Children's Book Council	2.41	Lib. Sup.-CR-\$125.93	
	2.41	Lib. Sup.-DeM-\$41.97	
		GIFT FUND-W-Lib.Sup.-\$50.60	218.50
Davidson Titles, Inc.	4.51	Books	256.00
Demco	2.41	Button Press	102.11
EBSCO	4.52	Magazine-W	27.97
Educational Record Center, Inc.	4.53	Records & Cassettes	279.84
Fagen, Charlotte	3.24	Prof.Mtg.-\$65.88	
	3.23	Mileage-\$75.00	
	4.51	Books-\$1.00	141.88
Fagen, Jack	4.51	Books	28.00
Fas-Track	4.53	Software-\$93.63	
	2.13	Computer Sup.-\$50.31	
	4.51	Books-\$12.88	156.82
Gale Research Company	4.51	Books	66.55
Gumdrop Books	4.51	Books	13.60
The Hamstra Group, Inc.	3.61	Repair Stool-W	27.50
Harvey's	2.41	Craft Sup.-CR-R	5.03
Heritage Office Products Inc.	2.13	Office Sup.-\$56.70	
	2.41	Library Sup.-W-\$9.79	66.49
Hooks	4.52	Newspapers-D	32.50
Indiana Library Association	3.24	Prof. Mtg.-Daugherty, Tachtiris,Fagen,Wiers, Duggleby,Schulenberg, Powell,Kopanda	106.00
Ingram	4.53	Videocassettes	1,445.95
Journal & Courier	3.31	Notice to Bidders	24.55
Kankakee Valley Post-News	3.31	Ad & Pub. of Notice	31.49
Kopanda, Joan	3.23	Mileage	50.00
Long's Gifts	2.41	Library Sup.-CR-R	9.95

Monroe	2.42	Copier Paper	243.11
National Geographic Society	4.51	Books	10.35
NIALSA	3.24	Prof.Mtg.-Duggleby, Fagen, Daugherty, Salyers, Brown, Powell, Schulenberg	70.00
Ojserkis	2.21	Janitorial Supplies	161.80
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Perma-Bound	4.51	Books	1,511.95
Post-Tribune	3.31	Notice to Bidders	23.68
Postmaster General	3.22	Postage	190.00
Presbyterian Church	4.51	Books	15.00
Publisher's Choice	4.53	Videocassettes	72.95
R W Pool Co., Inc.	2.21	Facial Tissue-R-#15.08	
	2.21	Pom Tissue-D-#39.54	54.62
Rensselaer Republican	3.31	Ads & Notice to Bid.	88.50
Salyers, Catherine A.	3.23	Mileage	81.60
Salyers, Catherine A.	PETTY	CASH--Wheatfield	
	3.22	Postage-#3.82	
	2.21	Gas-#4.93	
	2.21	Jan. Sup.-#8.50	17.25
Security Couriers, Inc.	3.13	Courier Service	132.00
Tab Books, Inc.	4.51	Books	101.04
Wallmann's	2.21	Janitorial Sup.-R	49.88
Witty, Cheryl	3.23	Mileage	57.80
		TOTAL [B]	11,364.36
		TOTAL [A] + [B]	12,908.09

JASPER COUNTY PUBLIC LIBRARY

MONTH September 1988

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8	20,250.00	75	6,750.00
1.12	Salary of Assistants	197,275.00	15,096.98	8	141,696.96	72	55,578.04
1.13	Wages of Janitors	9,990.00	786.53	8	6,500.15	65	3,489.85
3.23	Traveling Expenses	3,500.00	430.84	12	2,536.60	72	963.40
3.24	Professional Meetings	6,000.00	334.00	6	1,284.15	21	4,715.85
3.31	Advertising & Publications	300.00	95.66	32	324.30	108	- 24.30
3.91	Dues	750.00			90.00	12	660.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00			430.00	86	70.00
3.42	Other Insurance	7,000.00	723.00	10	9,375.00	134	- 2,375.00
3.21	Telephone & Telegraph	5,550.00	401.69	7	3,552.75	64	1,997.25
3.51	Gas, Electric & Water	18,400.00	1,486.98	8	11,914.73	65	6,485.27
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00			2,764.55	92	235.45
2.11	Official Records	750.00			387.34	52	362.66
2.12	Stationery & Printing	600.00	83.50	14	345.83	58	254.17
2.13	Other Office Supplies	3,300.00	250.36	8	1,502.07	46	1,797.93
2.21	Clean & Sanitation Supplies	3,750.00	120.87	3	895.69	24	2,854.31
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00			25.00	25	75.00
2.41	Library Supplies	3,500.00	227.03	6	4,345.25	124	- 845.25
2.42	Other Supplies	3,500.00	1,161.96	33	1,821.12	52	1,678.88
3.22	Postage	2,500.00	34.89	1	1,125.86	45	1,374.14
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00					1,000.00
3.21	Real Estate Rental	1.00					1.00
3.22	Equipment Rental	399.00			315.75	79	83.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00	33.59	13	33.59	13	216.41
2.33	Repair Parts	300.00			51.82	17	248.18
3.61	Building Repairs	7,500.00			2,772.37	37	4,727.63
3.62	Equipment Repairs	1,000.00	597.55	60	1,067.82	107	- 67.82
1.21	Employer Share FICA	17,700.00	1,361.83	8	12,962.51	73	4,737.49
1.22	Unemployment Comp.	4,600.00	186.40	4	712.34	15	3,887.66
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	106.50	2	4,698.66	104	- 198.66
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
4.1	Land	1.00					1.00
4.2	Buildings	1.00					1.00
4.4	Furniture & Equipment	40,000.00	434.45	1	13,638.35	34	26,361.65
4.51	Books	80,000.00	2,302.82	3	34,580.63	43	45,419.37
4.52	Periodicals & Newspapers	10,000.00			9,675.77	97	324.23
4.53	Nonprint Materials	10,000.00	449.57	5	2,243.93	22	7,756.07
		529,890.00	28,957.00	5	294,366.61	56	235,523.39
	Encumbered Funds	26,507.44			13,726.85	52	12,780.59

JASPER COUNTY PUBLIC LIBRARY

Angelica and Van Rensselaer Streets

Rensselaer, Indiana 47978

BALANCE of all FUNDS

September 1988

Operating Fund	81,853.37	
Wheatfield Gift Fund	1,094.63	
Reserve for Insurance	80.49	
Lib. Bonds # 1 - DeMotte	8,409.80	
Rensselaer Gift Fund	702.64	
DeMotte Gift Fund	2,731.19	
Milroy Grant Fund	.00	
Bond # 2 - Wheatfield	83,511.35	
Total Money in Checking Account		178,383.47
Investments		
Certificate of Deposit	100,000.00	
Certificate of Deposit	30,000.00	
Total Investments		<u>130,000.00</u>
Total of all Funds		308,383.47

Proposed 1989 Holiday Schedule

January 2 - Monday -New Year's Day (since Jan 1 falls on Sunday)

February 20 - Monday - President's Day

May 29 - Monday - Memorial Day

July 4 - Tuesday - Independence Day

September 4 - Monday - Labor Day

November 23 - Thursday - Thanksgiving Day

~~December 23 - Saturday - Christmas Eve Observance~~
~~-(Christmas Eve falls on Sunday)~~

December 25 - Monday - Christmas

~~December 30 - Saturday - New Year's Eve Observance (actual~~
~~day is on a Sunday)~~

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
SEPTEMBER 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	27	27	1	1	1061	112	112	1	1	699	47	47			387
Non-Fiction	29	24	287	286	1170	111	86	23	3	919	51	48	1	1	586
Paperbacks					420	26	26			554	16	16			273
CHILDREN'S BK															
Fiction	46	46	214	214	1415	39	39	14	14	1277	72	72	37	37	717
Non-fiction	35	33	2	2	828	21	21	124	124	398	23	23			261
FILMSTRIPS															
MAGAZINES															
Adult					510					575					274
Children					52										
MAPS PRINTS, PR. CTORS...															
					7					14					187
SOUND RECORDINGS															
	28	28	8	8	183	27	27			116	21	21			111
PAMPHLETS															
	105	105	6	6	230					50	9	9	4	4	35
VHS's															
	5	5	2	2	483	1	1			527	9	9			502
CD's															
XX															
TOTAL	275	268	520	519	6359	337	312	162	142	5129	248	245	42	42	3333
PERCENT															
Increase					2%					10%					1%
Decrease															
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS															
Circulation					1987 14174					1988 14821	5%				
Daily Average															
Jan / to date															
Total Circulation					143639					142015	-1%				
Rensselaer day															
										254					
DeMotte day															
										205					
Wheatfield day															
										133					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

SEPTEMBER 1988
INTERLIBRARY LOANS

	RENSSELAER	DEMOTTE	WHEATFIELD
Requests	49	51	15
Received	43	43	13
Outstanding	6	8	2

INTRALIBRARY LOANS

Filled	68	16	72
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REGISTRATION

Borrowers added			
Resident	76	64	37
Non-resident			
fee	16		
Expired cards	60		
Total Registered	11729		

REFERENCE QUESTIONS

Telephone			
Directional	25	30	50
Reference	128	104	65
In-person			
Directional	90	23	73
Reference	226	264	131
Total	469	421	319

LOCAL HISTORY

In person

Microfilms used

Letters

AGENDA.....November 14, 1988

1. Grace Bible Church
2. Minutes
3. Bills/Financial Report
 - a. Operating Fund
 - b. Bills
 - c. Payroll
 - d. Transfer to LIRF
4. Nominating Committee Report
5. Wheatfield Business
6. DeMotte Business
7. Rensselaer Business
After school program
8. Director's Report
 - 8.1 Furniture & Equipment Purchases
 - 8.2 Budget Hearing results
 - 8.3 Personnel update

Bids-October 10, 1988

Rensselaer Public Library Building Exterior Rehabilitation

~~34~~

Bidder	Bid Form 96	Financial Statement 96A	Bid Bond	Signed Letter of credit	Amount	
Ayres Const.	✓	✓	5 days grace MBH	✓	\$33,350	30 days
Scharer Mooney	✓	✓	✓	✓	167,570.00	

Major Mooney - masonry

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8	22,500.00	83	4,500.00
1.12	Salary of Assistants	197,275.00	14,495.90	7	156,192.86	79	41,082.14
1.13	Wages of Janitors	9,990.00	534.68	5	7,034.83	70	2,955.17
3.23	Traveling Expenses	3,500.00	264.40	8	2,801.00	80	699.00
3.24	Professional Meetings	6,000.00	241.88	4	1,526.03	25	4,473.97
3.31	Advertising & Publications	300.00	204.22	68	528.52	176	(-228.52)
3.91	Dues	750.00			90.00	12	660.00
1.23	Emp. Cont. Group Insurance	2,500.00			325.72	13	2,174.28
3.41	Official Bonds	500.00			430.00	86	70.00
3.42	Other Insurance	7,000.00			9,375.00	134	(-2,375.00)
3.21	Telephone & Telegraph	5,550.00	448.01	8	4,000.76	72	1,549.24
3.51	Gas, Electric & Water	18,400.00	1,095.72	6	13,010.45	71	5,389.55
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
3.13	Other Professional Services	3,000.00	132.00	4	2,896.55	97	103.45
2.11	Official Records	750.00			387.34	52	362.66
2.12	Stationery & Printing	600.00			345.83	58	254.17
2.13	Other Office Supplies	3,300.00	107.01	3	1,609.08	49	1,690.92
2.21	Clean & Sanitation Supplies	3,750.00	279.73	7	1,175.42	31	2,574.58
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00			25.00	25	75.00
2.41	Library Supplies	3,500.00	507.26	14	4,852.51	139	(-1,352.51)
2.42	Other Supplies	3,500.00	243.11	7	2,064.23	59	1,435.77
3.22	Postage	2,500.00	193.82	8	1,39.68	53	1,180.32
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.21	Real Estate Rental	1.00					1.00
3.22	Equipment Rental	399.00			315.75	79	83.25
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00			33.59	13	216.41
2.33	Repair Parts	300.00			51.82	17	248.18
3.61	Building Repairs	7,500.00	27.50		2,799.87	37	4,700.13
3.62	Equipment Repairs	1,000.00			1,067.82	107	(- 67.82)
1.21	Employer Share FICA	17,700.00	1,297.78	7	14,260.29	81	3,439.71
1.22	Unemployment Comp.	4,600.00			712.34	15	3,887.66
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00					50,000.00
3.95	Lawn & Maint. Care	4,500.00	41.50	1	4,740.16	105	(-240.16)
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
1.1	Land	1.00					1.00
1.2	Buildings	1.00					1.00
1.4	Furniture & Equipment	40,000.00			13,638.85	34	26,361.15
1.51	Books	80,000.00	6,979.41	9	41,560.04	52	38,439.96
1.52	Periodicals & Newspapers	10,000.00	60.47	1	9,736.24	97	263.76
1.53	Nonprint Materials	10,000.00	1,993.99	20	4,237.92	42	5,762.08
		529,890.00	31,398.39	6	326,741.13	62	203,148.87
	Encumbered Funds	26,507.44			13,726.85	52	12,780.59

Jasper County Public Library
 Angelica and North Van Rens. Street
 Rensselaer, IN 47978

10-30-88
 3:18

CASH INCOME STATEMENT

Comparison:

PAGE 1

ACCOUNT NAME	OCT 88 THRU OCT 88				YEAR TO DATE			
	ACTUAL	% EXP	COMPARISON	% COM	ACTUAL	% EXP	COMPARISON	% COM
Super Now-Int. Oper.	822.94	2.6	0.00	0.00	4496.68	1.2	0.00	0.00
Cert. of Dep. Interest	0.00	0.0	0.00	0.00	7600.00	2.0	0.00	0.00
TOTAL INTEREST	822.94	2.6	0.00	0.00	12096.68	3.2	0.00	0.00
Renss. Fines	221.27	.7	0.00	0.00	3490.42	.9	0.00	0.00
Renss. Copy	179.75	.6	0.00	0.00	1847.65	.5	0.00	0.00
Rensselaer Cards	24.00	.1	0.00	0.00	117.00	0.0	0.00	0.00
DeMotte Cards	21.00	.1	0.00	0.00	156.50	0.0	0.00	0.00
DeMotte Copies	141.35	.4	0.00	0.00	2784.00	.7	0.00	0.00
DeMotte Fines	215.55	.7	0.00	0.00	2926.92	.8	0.00	0.00
Wheatfield Cards	0.00	0.0	0.00	0.00	2.50	0.0	0.00	0.00
Wheatfield Copies	63.40	.2	0.00	0.00	722.70	.2	0.00	0.00
Wheatfield Fines	142.40	.5	0.00	0.00	1483.63	.4	0.00	0.00
DeMotte Gift Fund	0.00	0.0	0.00	0.00	3378.16	.9	0.00	0.00
Rensselaer Gift Fund	0.00	0.0	0.00	0.00	164.00	0.0	0.00	0.00
Wheatfield Gift Fund	60.00	.2	0.00	0.00	799.93	.2	0.00	0.00
Whitld, income & exp	0.00	0.0	0.00	0.00	291.36	.1	0.00	0.00
DeMotte Income	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Petty Cash Fund	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Sale of Books	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Refunds	160.00	.5	0.00	0.00	271.10	.1	0.00	0.00
Reciprocal Borrowing	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
Certified Shares	0.00	0.0	0.00	0.00	56329.00	14.9	0.00	0.00
Property Tax Replac.	0.00	0.0	0.00	0.00	5457.00	1.4	0.00	0.00
Bank, Bldg, Loan	0.00	0.0	0.00	0.00	0.00	0.0	0.00	0.00
General Prop.	0.00	0.0	0.00	0.00	136373.39	36.2	0.00	0.00
Gen. Prop. Lic. Excise	0.00	0.0	0.00	0.00	10901.09	2.9	0.00	0.00
GP-Bank-Bldg. Loan	0.00	0.0	0.00	0.00	1235.74	.3	0.00	0.00
Bond # 1 Income	0.00	0.0	0.00	0.00	11176.53	3.0	0.00	0.00
Bond No. 2 Income	0.00	0.0	0.00	0.00	89412.33	23.7	0.00	0.00
Local Distributions	0.00	0.0	0.00	0.00	2763.45	.7	0.00	0.00
TOTAL OTHER INCOME	1228.72	3.9	0.00	0.00	332084.40	88.1	0.00	0.00
GROSS BUSINESS INCOME	2051.66	6.5	0.00	0.00	344181.08	91.3	0.00	0.00

JASPER COUNTY PUBLIC LIBRARY

Angelica and Van Rensselaer Street

Rensselaer, Indiana 47978

BALANCE of all FUNDS

OCTOBER 1988

Operating Fund	52,451.86	
Wheatfield Gift Fund	1,137.63	
Reserve for Insurance	80.49	
Lib. Bonds # 1 - DeMotte	8,409.80	
Rensselaer Gift Fund	657.64	
DeMotte Gift Fund	2,708.73	
Milroy Grant Fund	.00	
Lib. Bonds # 2 - Wheatfield	<u>83,511.35</u>	
Total Money in Checking Account		148,957.50
Investments		
Certificate of Deposit	100,000.00	
Certificate of Deposit	<u>30,000.00</u>	
Total of Investments		<u>130,000.00</u>
Total of All Funds		<u><u>278,957.50</u></u>

The regular monthly meeting of the Jasper County Public Library board was held at 7:00 pm in the meeting room of the Rensselaer Public Library. Those present were Miriam Lawyer, president, Barbara Leestma, treasurer, Mary Linda Casey, secretary, and Marge Hohner, Frank Wright, trustees. Bob Souza joined the meeting at 8:00 pm.

RENSSELAER BUSINESS: Two bids were submitted for the Rensselaer Building Maintenance project. Ayres Construction's bid was \$33,350 and Scharer Masonry's bid was \$167,570. It was noted that the lowest bid was at least \$10,000 above the architect's estimate. Mr. Pettry, Ayres Construction, noted that he would not be able to obtain a bid bond or its equivalent until Friday. It was observed that Scharer's bid must have resulted from a misunderstanding of the scope of the project. On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted unanimously to reject the two bids and table further action on the project until 1989.

MINUTES: On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted to approve the minutes as presented.

BILLS/FINANCIAL STATEMENT: Mrs. Salyers stated Margie Becker resigned as delivery person and Security Couriers had been hired to give delivery service on Mondays, Wednesdays, and Fridays at a fee of \$27.50 per day. She noted that this service was on a trial basis, but thus far, the service had been most satisfactory. On a motion by Mary Linda Casey, seconded by Bob Souza, the board voted to approve the bills, financial statement and payroll.

HOLIDAYS: As discussed last year, the board examined the 1988 December paid holidays. Mrs. Salyers explained that Christmas and New Year's will fall on Sunday and currently the library is scheduled to be closed Dec. 24 and Dec. 30 as was negotiated by the staff 5 years ago, but the library is not scheduled to be closed on the Monday following Christmas as is a tradition in other governmental agencies. Several choices were examined as to changing the current schedule including closing Dec. 26 instead of Dec. 24; being open 4 hours on each day; or being open 4 hours on Dec. 24 and closed all day Dec. 26. It was noted that traditionally staff members had been given 9 paid holidays per year, but this year only 8 were scheduled and next year if the same pattern was followed, there would only be six paid holidays. Mary Linda Casey stated her belief that the library should be open as many days as possible to accomodate patrons wanting to use the library. Frank Wright expressed a concern that a balance should be maintained between the

staff's need for leave time and the patron's needs for service. It was decided while 9 holidays were traditional, the board still reserved the right to designate the number and specific days granted by considering the needs of the public and staff. On a motion by Mary Linda Casey, seconded by Bob Souza, the board voted unanimously to change the 1988 holdiday schedule as follows:

December 24 & 30 - Holiday Hours - 9 am - 1 pm all
locations

December 26 - Closed - all locations

On a motion by Mary Linda Casey, seconded by Frank Wright, the board voted to set the 1989 Holiday Schedule as follows:

January 2 - In observance of New Year's Day - Closed
February 20 - President's Day - Closed
May 29 - Memorial Day - Closed
July 4 - Independence Day - Closed
September 4 - Labor Day - Closed
November 23 - Thanksgiving - Closed
December 25 - Christmas - Closed

and each staff member to receive two extra vacation days for 1989 only.

CIRCULATION REPORT: Mrs. Salyers presented the circulation report and noted corrections for the year-to-date totals. The correct figures are 143,639 for 1987 and 142,015 for 1988.

WHEATFIELD BUSINESS: Mrs. Salyers reported that of the applicants for the Wheatfield Librarian position, she offered the position to Lisa Weikel who turned down the offer for monetary reasons. The other applicants were disqualified because of lack of public library or managerial experience. Mary Linda Casey questioned whether a full-time librarian was necessary at Wheatfield if there is a conscious decision by a segement of the community not to utilize the library. Mrs. Salyers noted that she had considered that alternative but for now would be pursuing hiring a full-time librarian.

NOMINATING COMMITTEE: President Miriam Lawyer appointed Bob Souza and Mary Linda Casey to the nominating committee.

ADJOURNMENT: The meeting adjourned by consensus at 9:25 pm.

OPERATING FUND

BILLS TO BE ALLOWED.....NOVEMBER 14, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	238.58
NIPSCO	3.51	DeMotte	265.98
NIPSCO	3.51	Wheatfield	404.81
Northwestern Ind. Tele. Co.	3.21	DeMotte	130.32
United Telephone Co.	3.21	Rensselaer	215.67
United Telephone Co.	3.21	Wheatfield	76.09
		TOTAL [A]	1,331.45

Other Claims:

A A Builders, Inc.	3.61	Garbage Container-D	200.00
American Library Association	3.91	Dues-1989	330.00
American Library Association	3.31	Classified Ad	40.50
Associated Libraries, Inc.	4.51	Books	53.18
Baker & Taylor	4.51	Books	766.19
Baker & Taylor	4.51	Books-\$1,376.48	
		GIFT FUND-DeMotte-\$45.00-Book	1,421.48
Ben Franklin	2.41	Decorations-W	5.94
Birky, Larry W.	4.51	Books	237.00
Boerner, Elizabeth	4.51	Books	54.70
The Brackemyre Corp.	4.51	Books	11.19
Bray, Julie	3.23	Mileage	51.20
Brodart Co.	2.41	Sysdac Supplies	156.33
Cahners Publishing Co.	3.31	Ad in Library Journal	41.40
Campbell Printing Company	2.12	Stationery	268.00
DEMCO	2.41	Library Sup.-\$84.24	
	4.40	Bookends-R-\$144.10	
	4.53	Processing Sup.-\$41.86	
	4.51	Processing Sup.-\$471.62	741.82
De Young Plumb. & Heating	4.40	Air Conditioners-R	2,567.00
Fagen, Charlotte	3.23	Mileage	15.40
Fagen Pharmacy	2.21	Mop Head-W-\$2.30	
	2.41	Film-CR-\$18.99	
		GIFT FUND-Rensselaer-\$3.27	24.56
Fase's	2.33	Vacuum Belt-W	3.00
Frank B. Hall & Co.	1.23	Group Insurance	384.00
The H.W.Wilson Company	4.52	ReadersGuide-D-\$140.00	
	4.52	Vert.File Index-R-\$42.00	182.00
Harvey's	2.21	Light Bulbs-W-\$6.95	
	2.41	Library Sup.-R-\$6.85	
	2.41	Craft Sup.-CR-\$16.98	
		GIFT FUND-Rensselaer-\$1.59	32.37
Heritage Office Prod., Inc.	2.13	Office Sup.-\$24.11	
	4.40	Rubber Stamps-\$45.00	69.11
Howard, Philip	3.95	Mowing-W	60.00
Indianapolis Newspapers, Inc	3.31	Notice to Bidders	23.08
Ingram	4.53	Videocassettes	277.04
KET Enterprise Division	4.53	GED Videocassettes	750.22
LIRF Fund	3.94	Trans.from Appropriation	50,000.00
Longs	2.41	Finger Puppets-CR	4.50
Martin, Mary	3.23	Mileage	17.60
McAtee, Ron		GIFT FUND-Wheatfield	100.00
Ollis Book Corporation	4.51	Books	428.61

Doms Bros. Disposal Service	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	150.00
Powell, Bonnie	3.23	Mileage	49.92
Quill Corporation	4.40	Rubber Stamps-R-\$7.14	
	2.13	Office Sup.-\$58.16	65.30
R W Pool Co., Inc.	2.21	Towels-W	42.72
Rainbow Books	4.51	Books	1,672.72
Rayburn Heating & Cooling	3.62	Repair-D	31.50
Reading Resources, Inc.	4.51	Books	712.08
Revels Records	4.53	Cassettes	31.50
Salyers, Catherine	4.53	Software-\$27.87	
	3.24	Reg. for Dist. I-\$12.00	39.87
Security Couriers, Inc.	3.13	Transport	357.50
Simon & Schuster School Grp.	4.51	Books	52.61
Simplex Time Recorder Co.	3.62	Alarm System-W	300.00
Standard & Poor's	4.51	Books	475.00
Stricklin, Van	3.62	Proj. & Video Repairs	47.00
Tab Books Inc.	4.51	Books	13.75
Tachtiris, Jill	3.23	Mileage	37.10
Teeters Culligan	3.72	Dispenser Rental	98.75
Upstart	2.41	Library Sup.-W-\$46.58	
	4.51	Books-\$21.90	
	2.41	Library Sup.-CR-\$84.86	
	2.41	Library Sup.-D-\$60.45	
	2.41	Library Sup.-R-\$40.71	254.50
Wallmann's	2.21	Janitorial Sup.	34.96

TOTAL [B]	63,796.08
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TOTAL [A] + [B]	65,127.15
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CIRCULATION STATISTICS

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
OCTOBER	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	48		48	11	11	1069		25	25		732		65	65	488
Non-Fiction	73		86	30	30	1308		74	65		996		89	82	520
Paperbacks	3		3			516		11	11		525		8	8	232
CHILDREN'S BK															
Fiction	18		18	3	3	1979		28	28		1537		34	34	955
Non-fiction	2		2	3	3	887		29	29		483		8	8	252
FILMSTRIPS															
						6									
MAGAZINES															
Adult						377				558					272
Children						27									
% PRINTS, PROJECTORS...				1	1	12									121
SOUND RECORDINGS	5		5	10	10	193				108					91
PAMPHLETS	43		43	60	60	156				44		25	25		71
VHS's	1		1			512				443		3	3		624
Computer softw												3	3		
XX															
TOTAL	193		206	118	118	7042		167	158	0	0	5426	235	228	3626
PERCENT															
Increase						1%									
Decrease										-7%					-1%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS						1987				1988					
Circulation						16493				16094		-2%			
Daily Average															
January to date															
Total Circulation						160132				158109		-1.3%			
Rensselaer day										271					
DeMotte day										217					
Wheatfield day										139					

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

OF 3ER 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	38	56	16
Received	34	47	15
Outstanding	4	9	1
INTRALIBRARY LOANS			
Filled	68	32	57
REGISTRATION			
Borrowers added			
Resident	133	73	52
Non-resident	4		
fee			
Expired cards	160		
Total Registered	11415		
REFERENCE QUESTIONS			
Telephone			
Directional	21	42	58
Reference	106	93	37
In-person			
Directional	76	16	76
Reference	219	240	129
Total	422	391	300
LOCAL HISTORY			
In person			
Microfilms used			
Letters			

Jasper County Public Library

Rensselaer Public Library, Headquarters

301 N. Van Rensselaer Street

Rensselaer, Indiana 47978

Phone 219-866-5881

*De Motte Branch
De Motte, Indiana 46310*

*Wheatfield Branch
Wheatfield, Indiana 46392*

November 14, 1988

The Jasper County Public Library Board hereby resolves to transfer \$50,000.00 from the 1988 Library Improvement Reserve Fund Appropriation to the Library Improvement Reserve Fund.

Wilbur D. Doty
Marge Hohnke
Robert Souza
Miriam Sawyer
Mary Gustafson
Frank Dwight

Proposed furniture & equipment expenditures

Computers

Teacher Desktop Solution 3,494
 2 Apple II GS & printer *20* \$1,747.00 A2P6019 DeMotte & Rensselaer
 1 Apple II e & printer *Classroom Color System* \$939.00 A2P2170/A Rensselaer (for public use)
 2 Apple 3.5 Disk drives \$558.60 A9M0106 DeMotte & Rensselaer
 3 Apple 5.25 Disk drive \$591.00 A Pm0107 Rensselaer & Wheatfield
 for public use)
 1 Imagewriter printer \$480.00 A9P0331 Wheatfield (for public use)
 1 Apple Hard Disk 40SC 1279.60 A2P6000/A Rensselaer
 Total A \$4,315.60

AV Equipment

✓ 1 Audio cassette player
 listening center \$129.85 Children's room
 ✓ 1 Audio Cassette player \$74.15 DeMotte

Total B \$204.00

Furniture

✓ 1 PC Mobile Hutch \$123.95 DeMotte computer
 ✓ 1 Designer Security Station \$399.95 Rensselaer Oak computer cabinet
 2 Double Faced Light Oak
 Sections of shelving \$1,770.00 Rensselaer
 ✓ 1 Newspaper Display shelf \$675.00 Rensselaer
 ✓ 1 Two drawer filing cabinet \$56.80 Children's room
 ✓ 1 Typing Table \$39.95 Tech. services
 ✓ 4 Folding tables 60"x30" \$199.80 Wheatfield
 ✓ 2 Record Carousels \$908.00 Rensselaer
 1 Wooden library circ. desk
 chair \$260.00 Rensselaer
 ✓ 4 Wooden chairs w/black seats \$634.00 Children's room
 ✓ 1 desk \$246.95 Tech. services
 1 Natural Oak video storage
 shelving section \$1,704.00 Rensselaer

Total C \$7,018.40

Total A+B+C \$11,538.00
 1,747.00

*Check
 shelf color
 materials
 catalog*

DECEMBER

MINUTES.....November 14, 1988

The regular monthly meeting of the Jasper County Public Library board was held at 7:00 pm in the meeting room of the Rensselaer Public Library. Those present were Miriam Lawyer, president, Wil Doty, vice-president, Mary Linda Casey, secretary, and Marge Hohner, Bob Souza, Frank Wright, trustees.

GRACE BIBLE CHURCH: Mr. & Mrs. Yokovich, representatives from the Grace Bible Church, requested use of to the Wheatfield meeting room on Sundays from 10 am-12 noon for church services. After a brief discussion, Mary Linda Casey moved that the Grace Bible Church be permitted use of the meeting room area including the restrooms & kitchenette on Sundays from 10 am - 12 noon for the first quarter of 1989, according to the rules set forth in the meeting room policy. Marge Hohner seconded the motion. The motion carried by a 5-1 vote.

On a motion by Wil Doty, seconded by Frank Wright, the board voted unanimously to require a \$5.00 per Sunday donation by the Grace Bible Church for the use of the meeting room.

MINUTES: On a motion by Frank Wright, seconded by Mary Linda Casey, the board voted to approve the minutes of the previous meeting as presented.

BILLS/FINANCIAL STATEMENT: On a motion by Wil Doty, seconded by Bob Souza, the bills, financial statement, and payroll were approved as presented.

On a motion by Bob Souza, seconded by Marge Hohner, the board voted unanimously to transfer by resolution \$50,000 from the LIRF 1988 appropriation to the Library Improvement Reserve Fund.

The board requested that the bookkeeper indicate the amount of money in the LIRF fund on the monthly financial statement.

NOMINATING COMMITTEE: Chairperson Bob Souza presented the following slate of officers:

Wil Doty, President
Bob Souza, Vice-President
Miriam Lawyer, Treasurer
Mary Linda Casey, Secretary

On a motion by Frank Wright, seconded by Marge Hohner, the board voted unanimously to close the nominations for 1989 Library Board officers.

WHEATFIELD BUSINESS: Mrs. Salyers noted she had received an application for the Wheatfield Branch Librarian position.

Mrs. Hohner reported that the Friends of the Wheatfield Library had a balance of \$489.16 in the treasury, and it was her understanding the group needed approval of the Library Director before expending the funds. After a brief discussion, the board noted only that the funds should be spent according to the bylaws of the Friends, and it was not necessary to have the Library Director's approval.

Mrs. Salyers stated Lynn Daugherty would be supervising the Wheatfield Library until a new branch librarian was hired.

RENSSELAER BUSINESS: There was a discussion of the possibility of an afterschool program in response to the closing of the daycare center. By consensus the board stated the library would not be providing such a service on a daily basis.

DIRECTOR'S REPORT: Mrs. Salyers presented a list of furniture and equipment for purchase. (see attached list) On a motion by Wil Doty, seconded by Bob Souza, the board unanimously approved the purchase of the furniture and equipment on the list. The board directed Mrs. Salyers to match the oak furniture to the new card catalog. It was suggested to purchase at least one hard disk drive for the Apple II GS.

Mrs. Salyers read a thank you note from Sharon Schulenberg regarding the recent celebration of her 20th anniversary with the library.

Mrs. Salyers submitted her resignation effective January 15, 1989.

ADJOURNMENT: The meeting adjourned by consensus at 8:40 pm.

OPERATING FUND

BILLS TO BE ALLOWED.....DECEMBER 12, 1988

Utilities:

City of Rensselaer	3.51	Rensselaer	323.33
NIPSCO	3.51	DeMotte	353.76
NIPSCO	3.51	Wheatfield	539.99
Northwestern Ind. Tele. Co.	3.21	DeMotte	130.37
United Telephone Co.	3.21	Rensselaer	179.64
United Telephone Co.	3.21	Wheatfield	81.98
		TOTAL [A]	1,609.07

Other Claims:

A.E.Boyce, Inc.	2.11	Receipts & Bid Forms	58.14
American Fletcher National Bank	BIRF	#2--Bond Payment	116,918.75
American Library Association	4.51	Books--\$14.19	
	3.31	Br.Lib.Ad--\$35.00	49.19
Associated Libraries, Inc.	4.51	Books	24.95
Austin Book Sales	4.51	Books	2,480.52
B M Sales & Service	3.62	Fire Exting.-R--\$26.70	
	3.62	Fire Exting.-W--\$42.85	69.55
Baker & Taylor	4.51	Books	144.38
Baker & Taylor	4.51	Books--\$9,276.62	
	GIFT	FUND-DeM-Books--\$603.34	
	GIFT	Fund-Rens-Books--\$6.47	
	GIFT	FUND-Whe-Books--\$149.00	10,035.43
Beacham Publishing	4.53	Videocasette	70.75
Ben Franklin	2.41	Decorations-W	9.94
Booklist	4.52	Subscription-D	56.00
Brodart Co.	2.41	Sysdac Tape & Ribbon	238.55
Brown, Glenda	3.23	Mileage	22.40
Cahners Publishing Company	3.31	Ad	41.40
Center for Applied Research	4.51	Book	24.95
Children's Magazine Guide	4.52	Magazine-D	20.00
Childrens Press	4.51	Books	1,052.38
Daugherty, Lynn	4.51	Phone Books--\$7.00	
	4.52	Magazine Repl.--\$1.95	
	3.23	Mileage--\$6.40	
	GIFT	FUND-DeM--\$49.08	64.43
DEMCO	4.51	Process. Sup.--\$158.69	
	4.40	Mag.Binders-W--\$62.91	
	2.41	Library Sup.--\$54.80	276.40
DeMotte Office Supply	2.41	Easel Pad & Frames-D	19.22
DeMotte State Bank	BIRF	#1 Bond Payment	15,858.75
DeMotte State Bank	BIRF	#1 Bond Payment	25.00
DeVries, David	3.95	Lawn Care-D--\$75.00	
	3.61	Build.Main.-D--\$210.00	285.00
Educational Record & Tape Dist.	4.53	Records	86.13
Educational Record Center Inc.	4.53	Records	9.95
Fas-Track	4.53	Software	66.60
Gaylord	4.40	Folding Files-D	79.63
Girl Scouts of the U.S.A.	4.51	Books	34.60
Grolier Educational Corp.	4.51	Books	832.23

The H. W. Wilson Company	4.51	Books	225.00
Harvey's	2.41	Craft Sup.-CR	5.71
Heritage Office Products Inc.	2.13	Office Sup.-\$89.12	
	4.40	Furniture-R-\$635.45	
	3.95	Ser. Cont.-R-\$385.83	
	3.62	Copier Rep.-D-\$280.84	
	3.62	Copier Rep.-R-\$250.00	1,641.24
The Highsmith Co., Inc.	4.40	Cassette Player-D	76.07
ILA/ILTA	3.91	Dues-1989	423.91
Indiana Chamber of Commerce	4.51	Books	21.00
Indiana State Library	2.41	Library Buck Campaign	33.27
Ingram	4.53	Videocassettes	1,984.44
Jacobsens Inc.	3.95	Service Contracts-D	168.00
Jasper County Planning & Dev.	4.51	Books	40.00
Legal Directories Pub. Co., Inc.	4.51	Books	39.71
Marshall Cavendish	4.51	Books	1,851.35
Martin, Mary K.	3.23	Mileage	23.60
Mondell Productions, Inc.	4.53	Videocassette	106.00
Music Wholesalers	4.53	Records	350.02
Ooms Bros. Disposal Service, Inc.	3.95	Trash Pick-Up-D	11.50
Postmaster General	3.22	Postage	125.00
Quality Books Inc.	4.53	Videocassettes	260.97
Quill Corporation	2.13	Diskettes & Pens	56.94
R. R. Bowker	4.51	Books	199.45
R W Pool Co., Inc.	2.21	Paper Towel-R-\$20.82	
	2.21	Paper Towel-D-\$20.82	41.64
Rand McNally & Company	4.51	Books	199.93
Rourke Publishing Group	4.51	Books	531.35
Salyers, Catherine A.	3.23	Mileage	41.60
Salyers, Catherine A.	PETTY	CASH--DeMotte	
	3.22	Postage-\$.80	
	2.21	Jan. Sup.-\$4.96	
	2.41	Lib. Sup.-\$23.80	29.56
Security Couriers, Inc.	3.13	Courier Service	357.50
SelectVideo	4.53	Videocassettes	83.65
Simon & Schuster School Group	4.51	Books	17.09
Softdisk, Inc.	4.53	Software	19.95
Stricklin, Van	3.62	Repair Videocassette	12.00
Tachtiris, George	GIFT	FUND-Rens.	25.74
Teeters Culligan	3.72	Monthly Rental	52.95
Town & Country Interiors	4.40	Mini-Blinds-R	599.45
University Book Service	4.51	Books	40.87
Upstart	2.41	Bookmarks-D	5.75
Wallmann's Foods	4.40	Mop-R-\$10.57	
	2.21	Jan. Sup.-W-\$19.54	
	2.21	Jan. Sup.-R-\$50.81	80.92
		TOTAL [B]	158,738.35
		TOTAL [A] + [B]	160,347.42

Acct. No.	Account	Beg. App.	Spent this month	%	Year to date	%	End. App.
1.11	Salary of Librarian	27,000.00	2,250.00	8	24,750.00	92	2,250.00
1.12	Salary of Assistants	197,275.00	14,624.25	7	170,817.14	87	26,457.89
1.13	Wages of Janitors	9,990.00	554.26	6	7,589.09	76	2,400.91
3.23	Traveling Expenses	3,500.00	171.22	5	2,972.22	85	527.78
3.24	Professional Meetings	6,000.00	12.00		1,538.03	26	4,461.97
-409.90 -9391 3.31	Advertising & Publications	300.00	104.98	35	633.50	211	(- 333.50)
3.91	Dues	750.00	330.00	44	420.00	56	330.00
1.23	Emp. Cont. Group Insurance	2,500.00	384.00	15	709.72	28	1,790.28
3.41	Official Bonds	500.00					500.00
3.42	Other Insurance	7,000.00					7,000.00
3.21	Telephone & Telegraph	5,550.00	422.08	8	4,422.84	80	1,127.16
3.51	Gas, Electric & Water	18,400.00	909.37	5	13,919.82	76	4,480.18
3.11	Consulting Services	500.00					500.00
3.12	Eng. & Arch. Services	1.00					1.00
-611.55 3.13	Other Professional Services	3,000.00	357.50	12	3,254.05	108	(- 254.05)
2.11	Official Records	750.00			387.34	52	362.66
2.12	Stationery & Printing	600.00	268.00	45	613.83	102	(-13.83)
2.13	Other Office Supplies	3,300.00	58.16	2	1,667.24	51	1,632.76
2.21	Clean & Sanitation Supplies	3,750.00	86.93	2	1,262.35	34	2,487.65
2.22	Fuel, Oil & Lub.	100.00					100.00
2.23	Other Operating Supplies	100.00			25.00	25	75.00
-2269.98 2.41	Library Supplies	3,500.00	526.43	15	5,378.94	154	(-1,878.94)
2.42	Other Supplies	3,500.00			2,064.23	59	1,435.77
3.22	Postage	2,500.00	150.00	6	1,469.68	59	1,030.32
3.25	Freight & Express	150.00					150.00
3.32	Printing & other supplies	1,000.00			975.63	98	24.37
3.71	Real Estate Rental	1.00					1.00
-68.45 3.72	Equipment Rental	399.00	98.75	25	414.50	104	(- 15.50)
2.31	Building Mat. & Supplies	750.00					750.00
2.32	Paint & Painting Supplies	250.00			33.59	13	216.41
2.33	Repair Parts	300.00	3.00	1	54.82	18	245.18
3.61	Building Repairs	7,500.00	200.00	3	2,999.87	40	4,500.13
-1058.71 3.62	Equipment Repairs	1,000.00	378.50	38	1,446.32	145	(- 446.32)
1.21	Employer Share FICA	17,700.00	1,308.90	7	15,569.19	88	2,130.81
1.22	Unemployment Comp.	4,600.00			712.34	15	3,887.66
1.31	Other Personal Services	1,000.00					1,000.00
3.92	Interest on Loans	1.00					1.00
3.93	Taxes & Assessments	1.00					1.00
3.94	Transfer to LIRF	50,000.00	50,000.00	100	50,000.00	100	.00
-951.99 3.95	Lawn & Maint. Care	4,500.00	71.50	2	4,811.66	107	(- 311.66)
3.96	Petty Cash	120.00			120.00	100	.00
3.97	Interview & Moving	250.00					250.00
1.1	Land	1.00					1.00
1.2	Buildings	1.00					1.00
1.4	Furniture & Equipment	40,000.00	2,787.35	7	16,426.20	41	23,573.80
1.51	Books	80,000.00	6,347.03	8	47,907.07	60	32,092.93
1.52	Periodicals & Newspapers	10,000.00	182.00	2	9,918.24	99	81.76
1.53	Nonprint Materials	10,000.00	1,128.49	11	5,366.41	54	4,633.59
		529,890.00	83,714.70	7	400,650.83	76	129,239.17
	Encumbered Funds	15,823.54			13,726.85		2,096.69

JASPER COUNTY PUBLIC LIBRARY
Angelica and Van Rensselaer Streets
Rensselaer, Indiana 47978

November 1988

BALANCE of all FUNDS

Operating Fund	33,075.17	
Wheatfield Gift Fund	1,020.82	
Reserve for Insurance	80.49	
Lib. Bonds # 1-DeMotte	8,409.80	
Rens. Gift Fund	1,032.69	
DeMotte Gift Fund	2,706.19	
Milroy Grant Fund	.00	
Bond # 2 - Wheatfield	83,511.35	
LIRF Ck. Balance	50,000.00	-(57,609.26)
Total Money in Checking Account		179,836.51
Investments		
Certificate of Deposit	-(7,609.26 LIRF)	100,000.00
Certificate of Deposit		<u>30,000.00</u>
Total of All Funds		309,836.51

Jasper County Public Library

☐ De Motte Public Library
P.O. Box 16
De Motte, Indiana 46310
219-987-2221

☐ Rensselaer Public Library, Headquarters
301 N. Van Rensselaer Street
Rensselaer, Indiana 47978
219-866-5881

☐ Wheatfield Public Library
P.O. Box 184
Wheatfield, Indiana 46392
219-956-3774

December 12, 1988

Whereas, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Jasper County Public Library, Now, therefore:

Be it resolved by the Library Board of the Jasper County Public Library, Jasper County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named for the purposes herein specified, subject to the laws governing the same:

Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

	AMOUNT APPROPRIATED		AMOUNT REDUCED
LIBRARY OPERATING FUND		LIBRARY OPERATING FUND	
2. SUPPLIES		2. SUPPLIES	
Library supplies	\$2269.98	Cleaning supplies	\$2269.98
TOTAL	2269.98		2269.98

3. OTHER SERVICES & CHARGES		3. OTHER SERVICES & CHARGES	
Other Profession Ser.	611.55	Repairs-Buildings	2600.00
Advertising	409.90	Postage	594.51
Repairs-Equipment	1,058.71		
Equipment rental	68.45		
Dues	93.91		
Lawn care & main.	951.99		
TOTAL	3194.51		3194.51

William D. Doty
Marge Hohner
Frank Dwyer
Nancy Linda Casey

Miriam Sawyer
Robert Souza
Bruce Lester

ENCUMBERED BILLS 1988

A.E. Boyce-purchase order blanks	2.11	\$106.39	1925	\$106.39
Critser Inc.-paving parking-D	3.61	\$1,600.00	1945	\$1,600.00
NIALSA-computers	4.4	\$7,341.00	1927	
Jacobsens-print wheels	4.4	\$36.00	1922	
Highsmith-furniture&equipment	4.4	\$1,569.80	1933	
Heritage Office Products	4.4	\$409.70	1929	
Gaylord-record carousel	4.4	\$908.00	1932	
DEMCO-static mats	4.4	\$83.85	1943	\$10,348.35
Travel Network	4.53	\$32.70	1941	
Ingram-videos	4.53	\$318.62	1938	
Education Record & Tape Distr.	4.53	\$27.81	1884	
Baker & Taylor Video	4.53	\$91.35	1908	
American Library Association	4.53	\$135.00	1937	\$605.48
World Book	4.51	\$559.00	1944	
Robinson's Directories	4.51	\$360.00	1860	
Permabound	4.51	\$911.10	1939	
Quality Books	4.51	\$90.65	1947	
National Geographic Society	4.51	\$34.00	1926	
Indiana University Press	4.51	\$49.85	1946	
Grolier Educational Division	4.51	\$539.19	1871	
Gallaudet University	4.51	\$9.90	1948	
Davidson Titles	4.51	\$1,599.09	1917	
Children's Press	4.51	\$514.75	1949	
Helen Booty	4.51	\$609.67	1914	
Baker & Taylor	4.51	\$7,203.34	1950, 1881, 1882, 1850, 1856, 1863, 1901, 1902, 1916, 1919	
Austin Books	4.51	\$595.38	1918	1942
American Heritage	4.51	\$50.00	1898	\$13,125.92
AVC Corporation	4.4	\$6,100.00	1951	\$6,100.00
Fas-Track	4.53	\$901.10	1952	\$901.10
Gale Research	4.51	\$1,680.00	1953	\$1,680.00

\$34,467.24 TOTAL

William D. Doty

Miriam Louger

Marge Hohner

Robert Louger

Frank Dwight

Barbara Laster

Mary Linda Carey

JASPER COUNTY PUBLIC LIBRARY
MONTHLY REPORT

NUMBER 1988	RENSSELAER	DEMOTTE	WHEATFIELD
INTERLIBRARY LOANS			
Requests	42	87	7
Received	34	61	5
Outstanding	8	26	2
INTRALIBRARY LOANS			
Filled	87	31	49
REGISTRATION			
Borrowers added			
Resident	132	63	49
Non-resident			
fee	7		
Expired cards	131		
Total Registered	11479		
REFERENCE QUESTIONS			
Telephone			
Directional	22	39	52
Reference	130	81	51
In-person			
Directional	17	25	80
Reference	243	240	127
Total	412	385	310
LOCAL HISTORY			
In person	7		
Microfilms used	1		
Letters	1		

	RENSSELAER					DEMOTTE					WHEATFIELD				
	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C	ADDED		WITHDRAWN		C
	V	T	V	T	I	V	T	V	T	I	V	T	V	T	I
	O	I	O	I	R	O	I	O	I	R	O	I	O	I	R
	L	T	L	T	C	L	T	L	T	C	L	T	L	T	C
	U	L	U	L	U	U	L	U	L	U	U	L	U	L	U
	M	E	M	E	L	M	E	M	E	L	M	E	M	E	L
NOVEMBER 1988	E		E		ATION	E		E		ATION	E		E		ATION
XX															
ADULT BOOKS															
Fiction	40	40	2	2	961	49	49	11	11	687	59	59			443
Non-Fiction	94	69	47	5	1004	80	61	6	6	884	55	55	13	1	430
Paperbacks	38	38			458	40	40			552	19	19			338
CHILDREN'S BK															
Fiction	61	61	5	5	1711	11	11	14	14	1575	46	46			903
Non-fiction	34	34	3	3	660	25	25	67	52	455	11	11			192
FILMSTRIPS															
MAGAZINES															
Adult					382			7	7	652					289
Children					37										
MAPS, PRINTS, PROJECTORS...					16					24					11
SOUND RECORDINGS	48	48	6	6	249	1	1	1	1	106	8	8			97
PAMPHLETS					112					36	23	23	2	2	16
VHS's	1	1	11	11	387	6	6	1	1	428	5	5	2	2	446
SOFTWARE															166
XX															
TOTAL	316	291	74	32	5977	212	193	107	92	5399	226	226	17	5	3331
PERCENT															
Increase										7%					
Decrease					-11%										-6%
TOTAL VOLUMES															
OWNED															
TOTAL TITLES															
OWNED															
XX															
MONTHLY SYSTEM STATISTICS					1987					1988					
Circulation					15288					14707			-4%		
Daily Average															
January to date															
Total Circulation					175420					172816			-1.5%		
Rensselaer day										239					
DeMotte day										216					
Wheatfield day										133					

1988

		1	2	3	4	5	6
Approp. Title		Approp	1988	Spent	Ending	Appropriation	
Personal Services							
1.11	Salary of Librarian	27000 ⁰⁰		27000 ⁰⁰		00	
1.12	Salary of Assistants	197275 ⁰⁰		18611044		1164.56	
1.13	Salary of Janitors	9990 ⁰⁰		828337		1706.63	
Employer Benefits							
1.21	Employer Share FICA	17700 ⁰⁰		1688629		813.71	
1.22	Unemployment Compensation	4600 ⁰⁰		118823		3411.77	
1.23	Employer Group Insurance	2500 ⁰⁰		70972		179028	
Other Personal Services							
1.31	Other Personal Service	1000 ⁰⁰				1000 ⁰⁰	
Supplies							
2.11	Official Records	75000		44548		30452	
2.12	Stationery & Printing	60000	+13.83	61383		-1383	+13.83
2.13	Other Office Supplies	330000	-13.83	183741		146259	-13.83
Operating Supplies							
2.21	Cleaning & Sanitation Supplies	3450 ⁰⁰	+2269.98	136930		238070	-2269.98
2.22	Fuel Oil, & Lubricants	100 ⁰⁰				10000	
2.23	Other Operating Supplies	100 ⁰⁰				10000	
Repair & Maintenance Supplies							
2.31	Building Materials & Supplies	750 ⁰⁰				75000	
2.32	Print & Printing Supplies	25000		3359		21641	
2.3	Repair Parts	30000		5482		24518	
Other Supplies							
2.41	Library Supplies	3500 ⁰⁰	+2269.98	516998		-2269.98	+2269.98
2.42	Other Supplies	3500 ⁰⁰		206423		143577	
Professional Services							
3.11	Consulting Services	500 ⁰⁰				50000	
3.12	Engineering & Arch. Service	1 ⁰⁰				100	
3.13	Other Professional Services	3000 ⁰⁰	+611.55	361155		-61155	+611.55
Communication & Transportation							
3.21	Telephone & Telegraph	5550 ⁰⁰		481493		73507	
3.22	Postage	2500 ⁰⁰	-594.51	153948		94052	-594.51
3.23	Traveling Expenses	3500 ⁰⁰		306622		43378	
3.24	Professional Meetings	6000 ⁰⁰		147803		452197	
3.25	Freight & Express	150 ⁰⁰				15000	

1988 cont.

Expend. Titles		1	2	3	4	5
		Begin		1988		Ending
		Approp.		Expend.		Approp. retained
1	Printing & Advertising					
2	3.31 Advertising & Publication	+409.90	300 ⁰⁰	70990		-40990 +409.90
3	3.32 Printing & other supplies		1000 ⁰⁰	97563		2437
4	Insurance					
5	3.41 Official Bonds		500 ⁰⁰	43000		7000
6	3.42 Other Insurance		7000 ⁰⁰	937500		-237500
7	Utility Services					
8	3.51 Gas Electric Water Waste		18400 ⁰⁰	1513690		326310
9	Repairs & maintenance					
10	3.61 Building & Structures	-2600.00	7500 ⁰⁰	328487		401513 -2600.00
11	3.62 Equipment Repair	+1058.71	1000 ⁰⁰	205871		-105871 +1058.71
12	Capital					
13	3.71 Real Estate		100 ⁰⁰			100
14	3.72 Equipment	+68.45	599 ⁰⁰	46745		-6845 +68.45
15	Other					
16	3.91 Fees	+93.91	450 ⁰⁰	84391		-9391 +93.91
17	3.92 Interest on Temp. Loans		100 ⁰⁰			100
18	3.93 Sals & Assessments		100 ⁰⁰			100
19	3.94 Transfer to LRF		50000 ⁰⁰	50000 ⁰⁰		00
20	3.95 Laws & Mains Contract	+951.99	4500 ⁰⁰	545199		-95199 +951.99
21	3.96 Petty Cash		120 ⁰⁰	12000		00
22	3.97 Determining & moving Expenses		250 ⁰⁰			25000
23	Capital Outlays					
24	4.1 Land		100 ⁰⁰			100
25	4.2 Buildings		100 ⁰⁰			100
26	4.4 Furniture & Equipment		49000 ⁰⁰	1746775		2253225
27	4.51 Books		80000 ⁰⁰	6514408		1485892
28	4.52 Periodicals		10000 ⁰⁰	999619		381
29	4.53 Non-printed - microform		10000 ⁰⁰	833412		166588
30						
31			539890 ⁰⁰	45669340		2319660
32						
33	Encumbrance Bills		2650744	1372685		1278059
34						
35						
36			55639744	47042025		8597719

